# *TOWN OF*
# *LONDONDERRY, NEW HAMPSHIRE*

## *Town Manager's Budget*
## *Fiscal Year 2018*
## *Presented to the Town Council*
## *November 5, 2016*

TOWN OF LONDONDERRY

*Town Manager*

268B Mammoth Road

Londonderry, NH 03053-3416

website: www.londonderrynh.org

John Farrell, Town Council Chairman
Members of the Town Council
Members of the Budget Committee
Town of Londonderry
268B Mammoth Road
Londonderry, NH 03053

Dear Chairman Farrell:

Transmitted herewith is the recommended FY 2018 municipal budget, which provides funding for services for the period beginning on July 1, 2017 through June 30, 2018.

In developing the FY 18 budget, the Council requested staff to present information on a budget which would be at the departmental bottom line default level, allowing for adjustments to be made to individual line items, providing sufficient justification for any increases.

Overall, the following funding package below is presented for your consideration:

| Funding Category | FY 17 Budget | FY 18 Requests | Pct. Change | FY18 Tax Impact |
|---|---|---|---|---|
| General Fund-Operating Budget | $29,749,182 | $30,799,615 | 3.53% | $4.86 |
| Revolving Fund – MHT Police Detail | $2,513,959 | $2,555,603 | 1.66% | $0.00 |
| Special Revenue Funds | $6,802,202 | $5,246,992 | -22.86% | $0.00 |
| Cap Res./Maintenance Trusts | $1,584,000 | $1,122,000 | -29.17% | $0.07 |
| Special Warrant Articles | $788,000 | $1,522,491 | 93.21% | $0.23 |
| Overlay/Veterans | $597,500 | $599,875 | 0.40% | $0.16 |
| **Total** | **$42,034,843** | **$41,848,290** | **-0.44%** | **$5.32** |

(1) Budget proposes use of unassigned fund balance for partial funding of contributions to capital reserves, expendable maintenance, and roadway maintenance trust funds resulting in reduced tax rate impact.

Under Londonderry's revised Charter, which requires that the entire budget be voted on by ballot, the Town must also present an alternative to the recommended operating budget, which is known as the default budget. The default budget is simply the FY 17 operating budget, adjusted by contractual obligations and reduced by removing any one-time expenditures from the FY17 operating budget. The FY 18 default operating budget is $30,829,615 which is a total of 3.6% higher than the FY 17 amended operating budget, and $30,000 higher than the Town Manager's recommended FY 18 operating budget. The increase in the FY 18 General Fund budget is primarily attributable to contractual increases in employee salaries, increased debt service and capital lease obligations, and increases in New Hampshire Retirement System contribution rates. Please see the detailed "Year over Year Budget Comparison by Account" report located within the Summaries section of the budget binder.

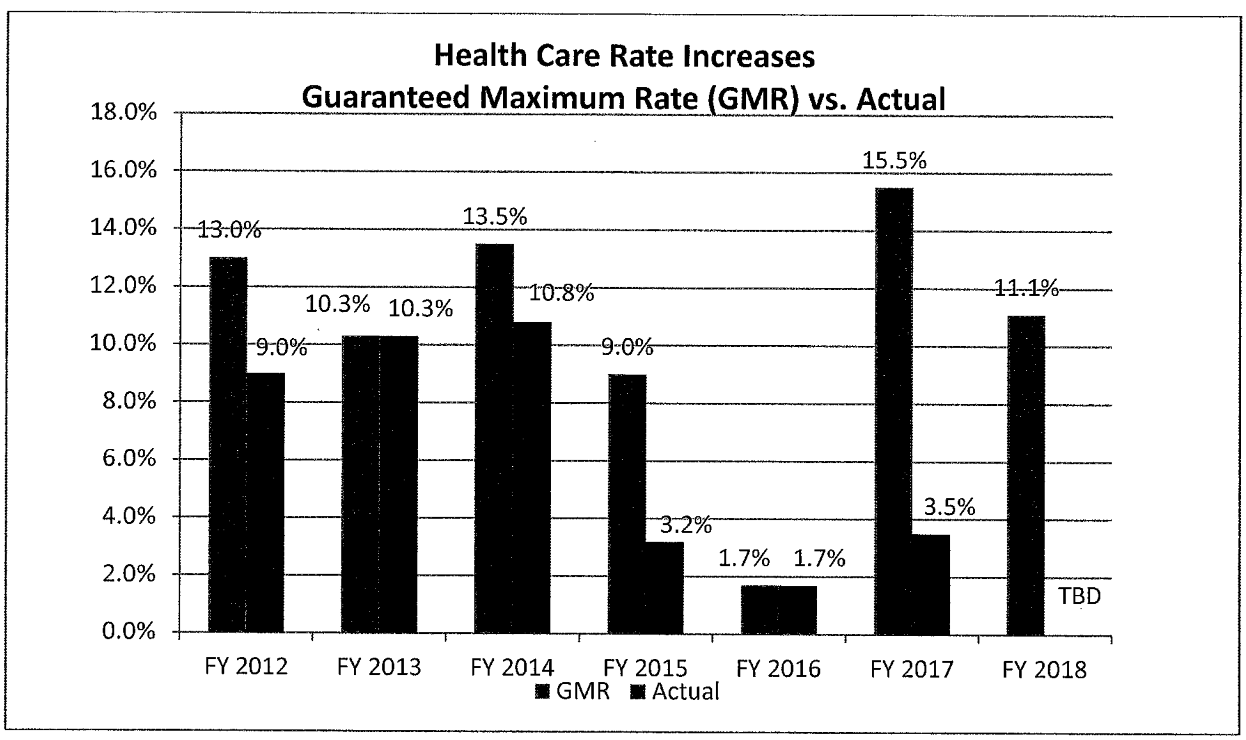
In preparing the budget, a census of positions was taken as of October 1, 2016. Those figures for both salary and health were used as the initial department request and the default. Department heads were asked to present a default level budget for presentation to the Town Manager, and the budget presented herein is in compliance with that request. Outstanding items include the resolution of four collective bargaining agreements; IAFF, AFSCME 3657, LEEA, and LAEA-Public Safety. A tax rate calculation of all warrant articles presented at this time is included in your budget binder in the following this transmittal letter.

The Town Council will be required to make several policy decisions during this process which have immediate and long-term fiscal impacts upon the community, which include:

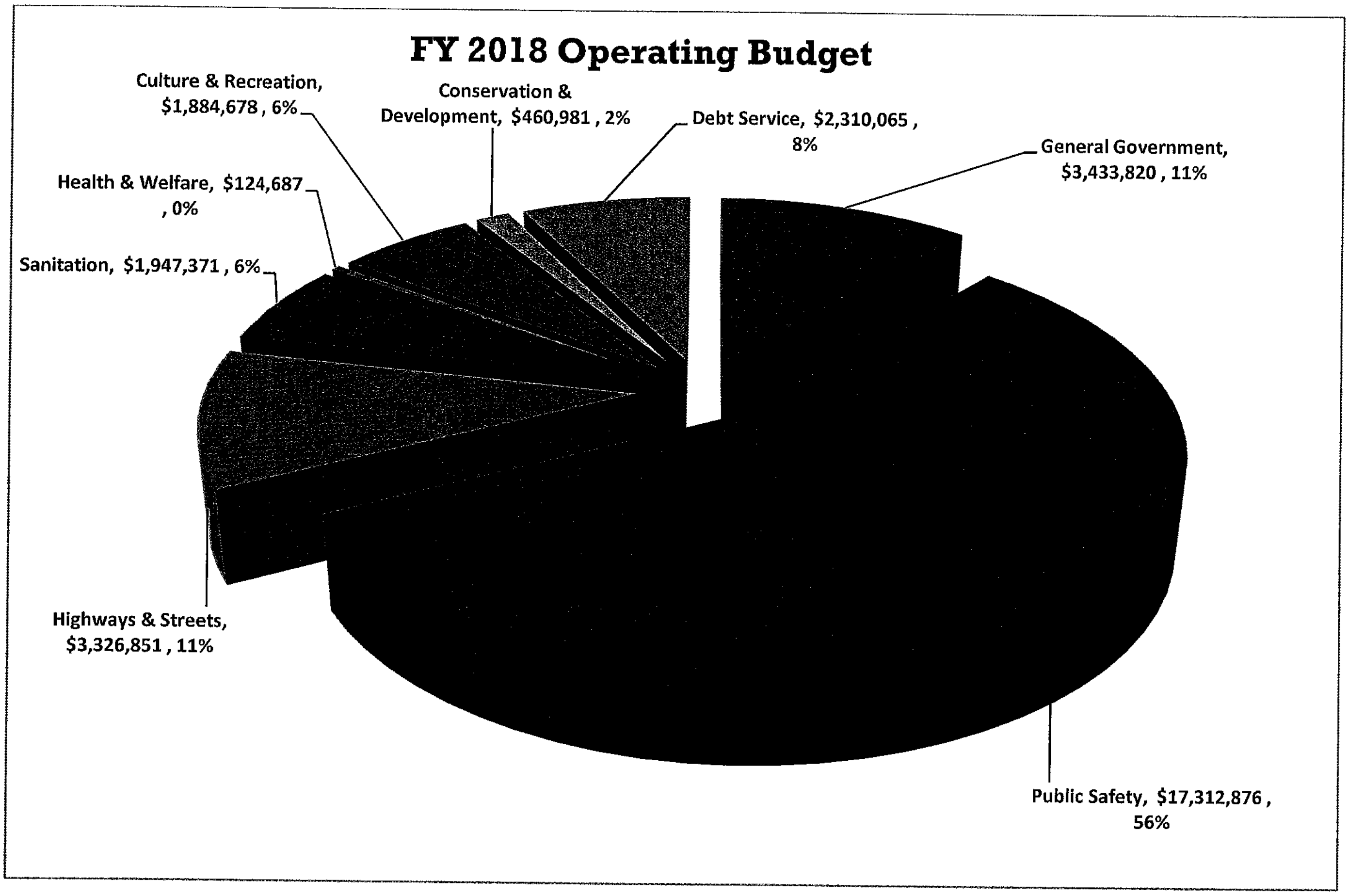
- Capital Reserve/Expendable Maintenance & Roadway Trust Funding
- Funding of New Positions in the Police, Fire, Building and Public Works Departments
- Funding of Town-Wide Communications Systems
- Funding of an Air & Water Quality Study
- Funding of Sidewalk Improvements on Pillsbury Road to Wilshire Drive
- Funding of Improvements to Central Fire Station
- Funding of Sewer Expansion

**General Fund**

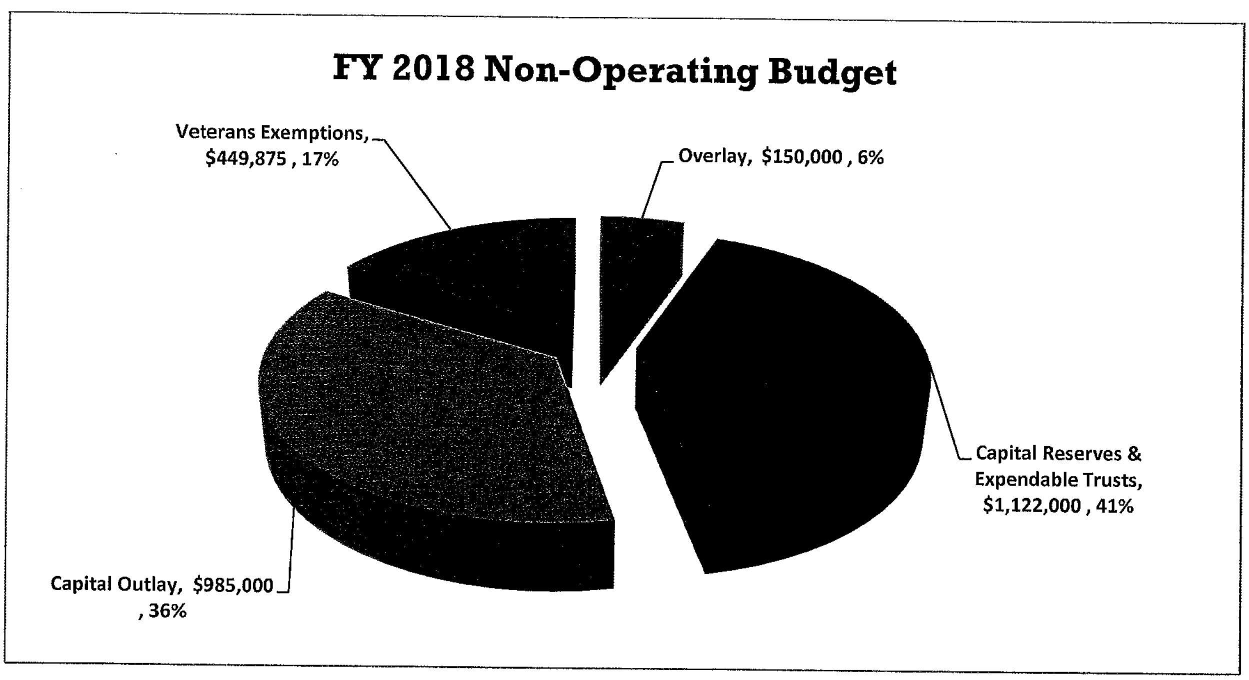
One significant cost driver to the operating budget is increasing health care costs. Health insurance premiums have been adjusted annually between -0.7% and over 16%. The FY 18 premium increase is estimated at 11.1%, which represents a significant increase over FY 17:



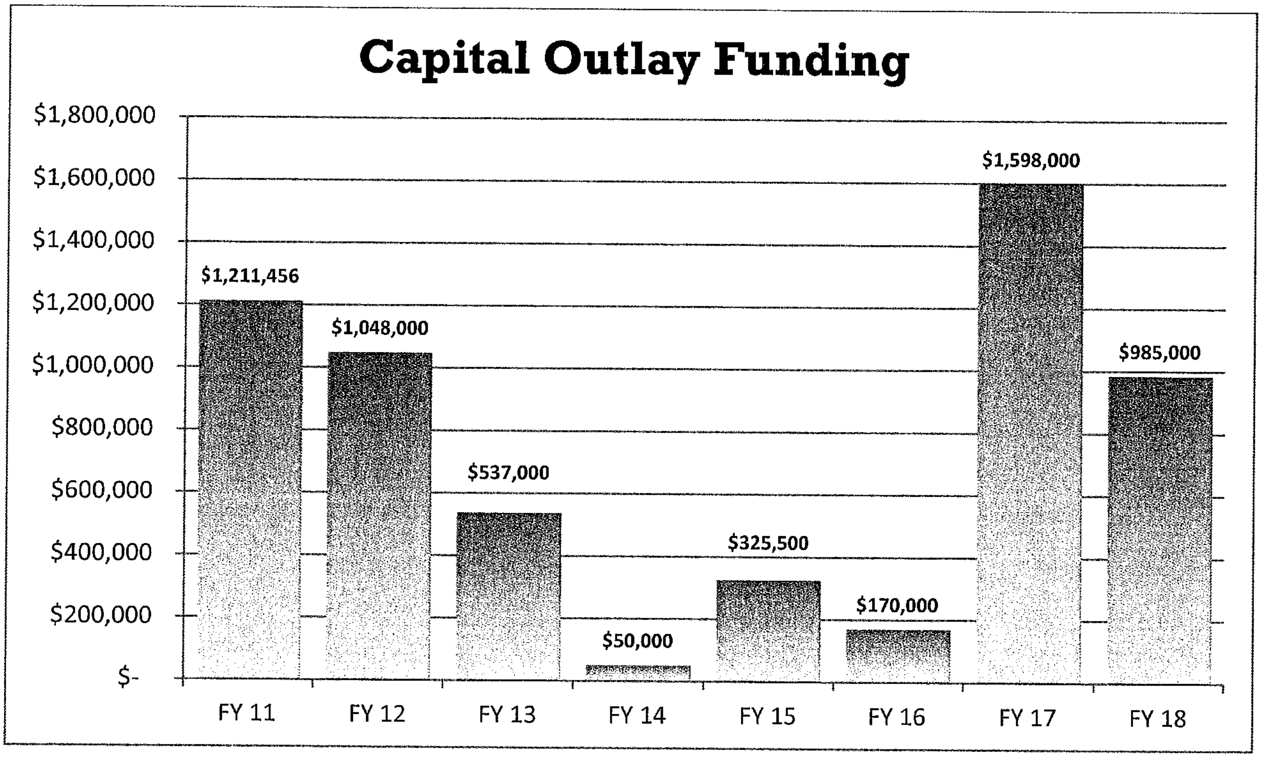
The following information presents an indication of where resources are allocated within the Operating Budget to deliver municipal services. As you can see, resources are allocated predominantly for public safety services, highways and streets, and general government:

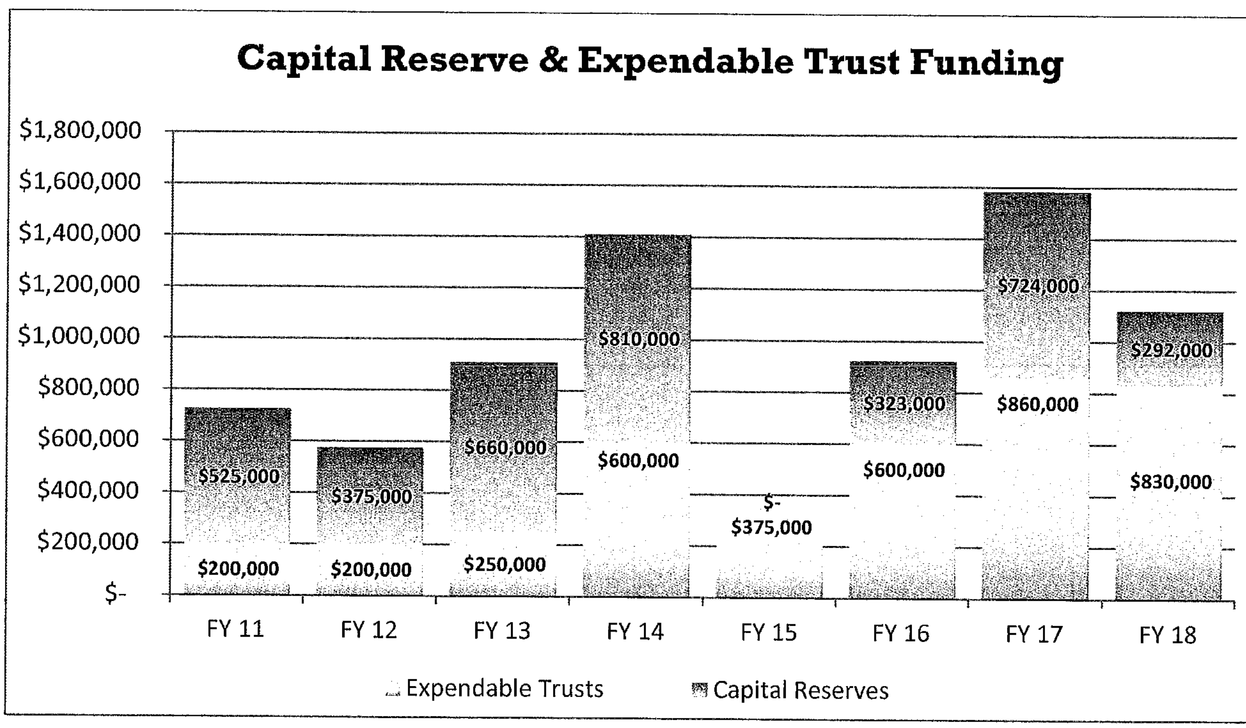



**Non-Operating Budget** – In addition to the Operating Budget, the Town dedicates resources to a number of non-operating budget items which are shown below:



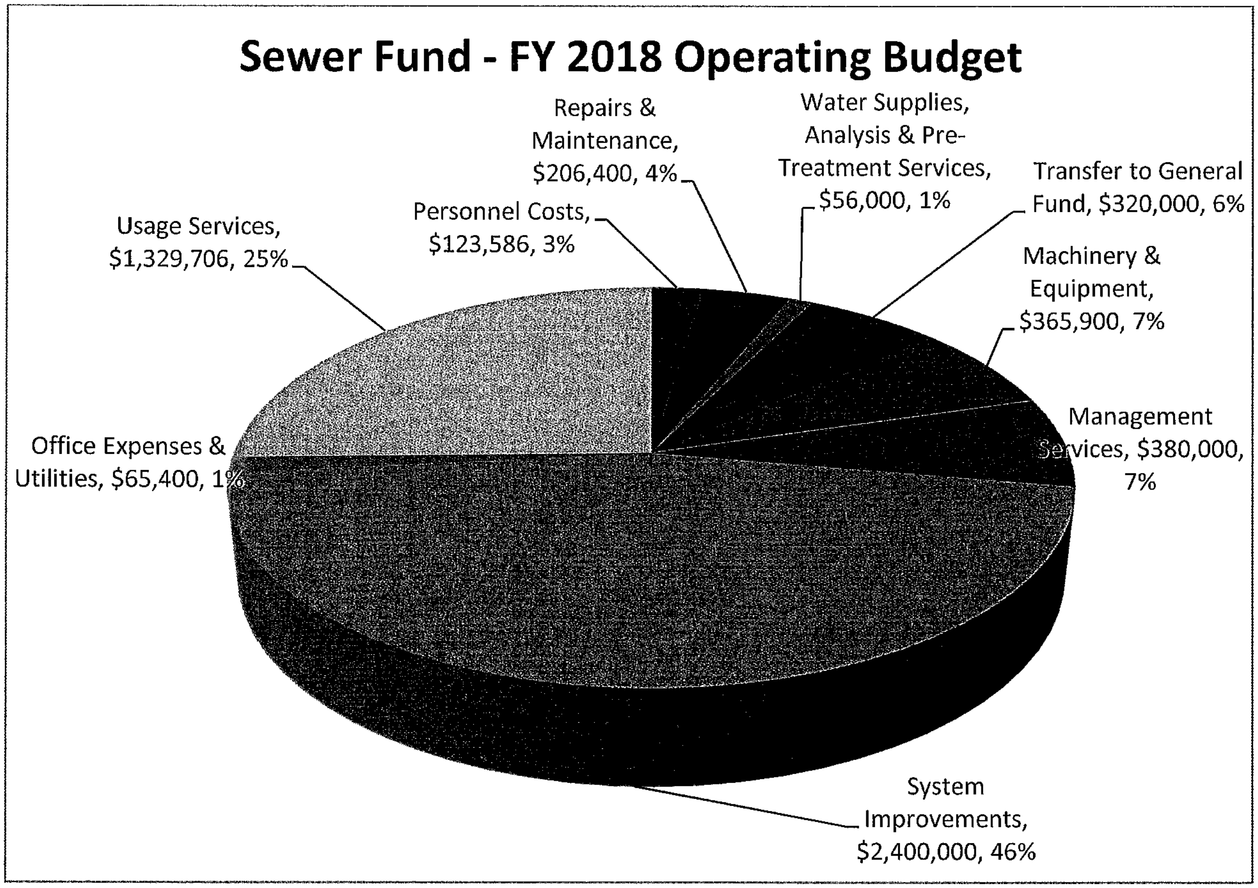
Presented below are trend analyses of community investments into capital projects, capital reserve and expendable trust funding in Londonderry.




**Special Revenue Funds** - Special Revenue Funds are designed to be self-supporting, funded through user fees and charges. Included are the Sewer Division and activity in the Police Special Detail account. The Sewer Division budget has decreased slightly from the FY 2017 request, however planned construction on Pettengill Road, the South Londonderry Interceptor, and replacement of a sanitary force main are planned in FY 18.

Presented below is a chart of how sewer resources are expended:




**Special Warrant Articles** – Seven special warrant articles are being proposed in addition to the recommended operating budget:

- Increase in Police Department Staffing
- Increase in Dept. of Public Works Staffing
- Sidewalk Improvements
- Air / Water Quality Study
- Central Fire Station Architectural & Engineering Study
- Town-Wide Communications Upgrade
- Sewer Expansion

**Overlay/Veteran's Exemption** – This area of the budget is not voted on at Town Meeting, but does impact the tax rate. The Town plans to maintain an overlay account of $150,000, which is used to fund abatements and errors to the tax commitment list. The Town Council reached its goal in 2006 of adjusting the Veteran's Exemption in $100.00 increments until reaching the maximum exemption of $500.00; this exemption level carries forward into future fiscal years, and will cost $449,875 in FY 2018, pending a decision by the Town Council on whether to expand the availability of the exemption as allowed by recently passed state legislation. These amounts will be supported by property tax revenues.

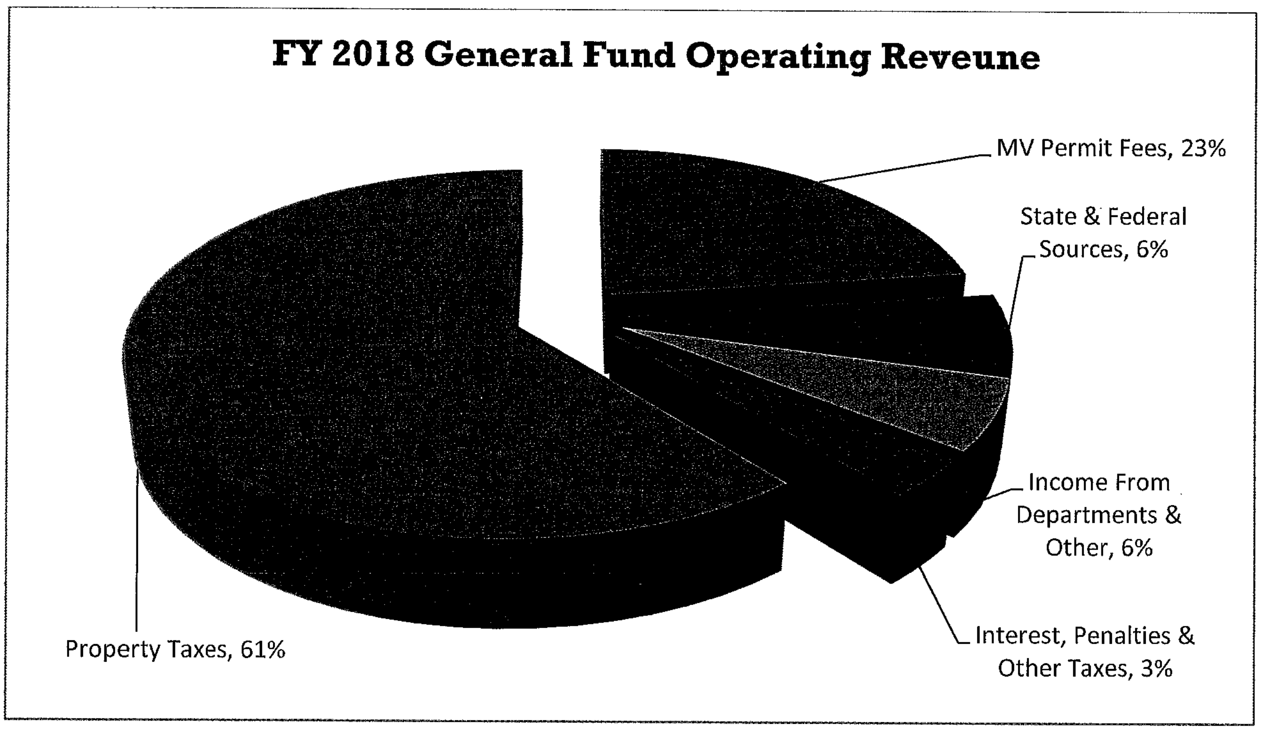
**Unassigned Fund Balance**

The Town's audit report for the year ending June 30, 2016 has not been published as of this date, however the Town ended the year with approximately $800,000 in unspent appropriations and exceeded revenue estimates by over $1.6 million. The Town's Unassigned Fund Balance (which includes minimal reserves held in accordance with the Town's fund balance policy) for year ending June 30, 2016 was approximately $9,175,856, of which, $2,372,000 was used for capital reserves, expendable trusts, and funding one time projects in FY17.

The following schedule reflects my recommendations for the use of fund balance in FY 18:

| | |
|---|---|
| • Capital Reserves | $ 163,000 |
| • Expendable Maintenance Trust Fund | $ 135,000 |
| • Roadway Maintenance Trust Fund | $ 487,500 |
| • Sidewalk Improvements | $ 250,000 |
| • Air /Water Quality Survey | $ 35,000 |
| • Sewer Expansion | $ 350,000 |
| **Total** | **$1,420,500** |

**Revenues** - Revenues exceeded estimates in FY16 by over$1.6 million with motor vehicle registrations, building permits, fire department and cable department revenues being the primary sources of the positive variance. It is anticipated that FY 18 Town operations will be funded by the following resources:




I look forward to working with the Town Council, Budget Committee and Department Managers to further refine this budget document such that it meets the current and long-term needs of the community without placing an arduous burden upon local property taxpayers.

Respectfully submitted,

Kevin H. Smith
Town Manager

# TAX RATE CALCULATIONS - MUNICIPAL

Updated:

| ART. # | | FY 2018 | Tax Rate |
|---|---|---|---|
| 1 | **Election of Officers** | $ - | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 2 | **Expendable Maintenance Trust Fund** | $ 180,000 | |
| | Less: UFB | $ (135,000) | |
| | **NET TO BE RAISED:** | $ 45,000 | $ 0.012 |
| 3 | **Operating Budget:** | | |
| | **APPROPRIATIONS:** | $ 30,799,615 | |
| | Less: Revenues (Various Sources) | $ (12,334,342) | |
| | **NET TO BE RAISED:** | 18,465,273 | $ 4.858 |
| 4 | **Special Revenue Fund - Police Details** | $ 506,306 | |
| | Less: Offsetting Revenues | $ (506,306) | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 5 | **Sewer Fund** | $ 5,246,992 | |
| | Less: Offsetting Revenues | $ (5,246,992) | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 6 | **Roadway Maintenance Trust Fund** | $ 650,000 | |
| | Less: UFB | $ (487,500) | |
| | **NET TO BE RAISED:** | $ 162,500 | $ 0.043 |
| 7 | **Capital Reserve Funding - Fire Dept. Equipment** | $ 164,000 | |
| | Less: UFB | $ (142,000) | |
| | **NET TO BE RAISED:** | $ 22,000 | $ 0.006 |
| 8 | **Capital Reserve Funding - Geographic Information Systems** | $ 28,000 | |
| | Less: UFB | $ (21,000) | |
| | **NET TO BE RAISED:** | $ 7,000 | $ 0.002 |
| 9 | **Police Department Patrol Officers (2)** | $ 198,545 | |
| | Less: Offsetting Revenues | | |
| | **NET TO BE RAISED:** | $ 198,545 | $ 0.052 |
| 10 | **Sewer Expansion** | $ 350,000 | |
| | Less: UFB | $ (350,000) | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 11 | **Public Works Department - Truck Drivers (2) , Secretery** | $ 231,446 | |
| | Less: | $ - | |
| | **NET TO BE RAISED:** | $ 231,446 | $ 0.061 |
| 12 | **Sidewalk** | $ 250,000 | |
| | Less: UFB | $ (250,000) | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 13 | **Air/Water Quality** | $ 35,000 | |
| | Less: UFB | $ (35,000) | |
| | **NET TO BE RAISED:** | $ - | $ - |
| 14 | **Central Fire - Architectural & Engineering Study** | $ 350,000 | |
| | Less: | $ - | |
| | **NET TO BE RAISED:** | $ 350,000 | $ 0.092 |
| 15 | **Town-Wide Communications Upgrade** | $ 4,200,000 | |
| | Less: Bond Issue Proceeds | $ (4,200,000) | |
| | Plus: First Year Interest and Bond Issue Costs | $ 107,500 | |
| | **NET TO BE RAISED:** | $ 107,500 | $ 0.028 |
| 16 | **Capital Reserve Funding - Pillsbry Cemetery Expansion** | $ 100,000 | |
| | Less: UFB | $ (75,000) | |
| | **NET TO BE RAISED:** | $ 25,000 | $ 0.007 |
| | **ADD-ONS:** | | |
| | Net Overlay to be Raised: | $ 150,000 | $ 0.039 |
| | Shared Revenues: | $ - | $ - |
| | Veterans' Exemptions: (MS-1) | $ 449,875 | $ 0.118 |
| | **2017 Municipal Tax Rate (Projected)** | $ 20,214,139 | $ 5.318 |
| | **2016 Municipal Tax Rate** | | $ 4.77 |
| | **Increase (Decrease)** | | 11.49% |
| | | $ - | |
| | | $ - | |
| | | $ - | |
| | **Total Not Recommended:** | $ - | $ - |
| | **Net Town Council Recommended:** | $ 20,214,139 | $ 5.32 |
| | **Increase (Decrease)** | | **11.49%** |
| | **ASSESSED VALUTION** | | |
| | 2016 Assessed Valuation Per MS-1 | $ 3,763,364,163 | |
| | 2017 - Anticipated Assessed Valuation | $ 3,800,997,805 | |

Town of Londonderry
Default Calculation Summary - General Fund

| | | |
|---|---|---|
| **FY17 Operating Budget** | **$** | **29,749,182** |
| Default Budget Additions: | | |
| Mandatory Benefits | $ | 262,460 |
| Contractual Salary Adjustments | $ | 414,912 |
| Debt Service | $ | 223,312 |
| Capital Leases | $ | 268,033 |
| Purchased Services/Supplies | $ | 20,278 |
| Default Budget Subtractions: | | |
| Purchased Services Prof. & Technical | $ | (108,562) |
| **Total FY1 8 Default - General Fund** | **$** | **30,829,615** |
| **Town Manager Requested Budget** | **$** | **30,799,615** |
| **Town Manager Below Default** | **$** | **30,000** |

# *INTRODUCTION*

## *Purpose and Content:*

Understanding a municipal budget can often be a confusing exercise for a typical resident of any community. This introduction attempts to provide background material for the average person to understand and be able to use this budget document.

## *Overview of the Budget Process:*

The annual budget serves several functions: It is the most important policy document in local government as it sets spending and service priorities for the coming fiscal year. It is also an historical document; it reflects the level of services the Town has provided in the past. Finally, it is a legal document; once adopted it sets spending guidelines.

The combined efforts of the Town Manager and the Department Heads are represented within. The Town Council has the responsibility of adopting an annual budget that will be sent to Town Meeting for approval. However, before a budget can be adopted, the document must be reviewed, questioned and if necessary, changed.

The budget depicts figures of past, present and future revnues and expenditures. Revenues are comprised of local revenue sources such as taxes, fees and non local revenues such as state grants. Expenditures are covered in categories:

* Operating expenditures which are items such as personnel salaries, contractual services, materials and supplies.

* Capital expenditures which include equipment and buildings are shown two ways: If a capital expenditure is paid for in one year, it is shown in the annual budget as a capital outlay. If money is saved to pay for equipment or buildings in the future, it is shown as a Capital Reserve Fund.

* If money is borrowed to pay for future purchases (bond referendums) the repayment of principal and interest is shown in Debt Service.

# *Developing the Budget Document:*

In accordance with the Town Charter (effective date – updated March 2012), each officer or director of a department must submit an itemized estimate of expenditures for the next fiscal year to the Town Manager. The Manager will then, based upon these estimates and other data, prepare a recommended budget which must be submitted to the Town Council. The Town Council will review the budget, hold at least two public hearings and make modifications and amendments before final adoption.

The **deliberative session** is to be held between the Last Saturday in January and the Saturday following that date. This required session is held to explain, discuss, amend and finalize the Town budget and special warrant articles calling for appropriations. All articles are then voted on by official ballot at the **first session** of the annual meeting held on the second Tuesday in March.

The **first annual session of Town Meeting**, scheduled by State Statute is the first Tuesday in March and is to elect the Town's officers and vote on all ballot warrant articles. With a change in previously enacted legislation via SB109, and a Charter Change voted at the 1996 Town Meeting, the Town and the School District will vote on its bond issues and elect its officers on this date as well.

Specific questions concerning the budget process are welcome, and interested citizens or groups are urged to contact the Town Manager at (603) 432-1100 Ext. 120 for further details.

# *General Definition of Terms Used*

**Appropriation:** The legal authorization granted by a legislative body (Town Council) to make expenditures and to incur obligations for specific purposes. These appropriations lapse at the end of the fiscal year to the General Fund; however, non budgetary or special purpose funds continue in force until fully expended or their purposed as been accomplished or abandoned.

**Assessed Valuation:** One hundred percent (100%) of the fair market value of both real (land and buildings) and personal property as determined by the Londonderry Assessor's office.

**Budget:** A financial operating plan for a given period representing estimated expenditures for services and the means of financing those services and which is limited to available resources. Budget types are:

* Capital Budget is the first year of the five-year Capital Improvement Plan, and is funded as part of the annual appropriation.
* Town Operating Budget is the funds which are provided for the Town government's services.

**CIP:** The Capital Improvement Plan is a comprehensive list of capital projects proposed for the Town by the Town Council.

**Capital Reserve Fund:** A fund initiated and approved by Town meeting to gather funds over several years for larger, planned future expenditures for buildings or equipment.

**Capital Outlay:** A classification for capital items of equipment, or facility improvements of less than $500,000 and/or a life expectancy of less than five years.

**Capital Project:** A capital improvement project or piece of equipment costing more than $500,000 and/or having a life expectancy of more than five years.

**Debt Service:** Payments of interest and repayment of principal to holders of the debt instruments.

**Encumbrance:** A method of accounting by which purchase orders, contracts or other commitments for the expenditure of funds are recorded to reserve a portion of an applicable appropriation. A commitment related to an unperformed contract for goods and services. Encumbered funds may not be used for any other purpose.

**Entitlement:** The amount of payment a local government is to receive as determined by the state or federal government according to an allocation formula.

## *General Definition of Terms Used* (cont'd)

**Fund:** Government resources are allocated to and accounted for in individual funds based upon the purpose for which it is to be spent and the means by which such spending is controlled: Major funds used by the Town are:

- **General Fund** - The general operating fund of the Town is used to account for all financial resources except those required to be accounted for in another fund.
- **Capital Project Fund** - Used to account for financial resources to be used for the acquisition or construction of major capital facility
- **Special Revenue Funds -** Used to account for the proceeds from specific revenue sources (other than expendable trusts or major capital project) that is restricted to expenditures for specific purposes.
- **Trust Funds** - Used to account for assets held by the Town in a trustee capacity.

**Fund Balance:** The fund equity of governmental funds and trust funds. Pursuant to policy adopted by the Town Council, this remains at 5-7% of the gross budget figure at year end.

**General Fund:** The major municipal fund which is credited with government receipts not earmarked by law and charged with expenditures payable from such revenues. This fund includes most of the basic operating services, such as fire and police protection, recreation and general administration.

**Operating Expense:** Any item which cannot be defined as a capital expense. Operating expenses are typically incurred annually. While some operating expenses cost more than $10K, they are excluded from the capital budget because they are generally incurred every year or at least within five years.

**Object Code:** Used in expenditure classifications, it applies to the types of items purchased or the service obtained, such as Salaries, Supplies, etc.

**Tax Rate:** Dollar value of tax per thousand dollars of assessed value of a property. Taxes levied are equal to the tax rate times the assessed value of the property.

**Town Meeting:** An annual meeting, held in accordance with State Statutes, which begins with the election of officers and voting on bond or note issues on the ***second Tuesday of March***. Town meeting is preceded by a deliberative session **(to be held between the first and second Saturdays following the last Monday in February)** which will explain, discuss, debate, amend, finalize and vote upon the town budget and any special warrant articles calling for appropriations.

# ***General Definition of Terms Used*** (cont'd)

**School District Meeting:** Enacted Legislation, RSA 40:13, binds the School District to hold its election of officers and voting on bond or notes issues on the ***second Tuesday March***, but calls for the Deliberative Session to be held sometime between the ***last Saturday of January and the first Saturday of February.***

## *FY 2018 Budget Calendar*

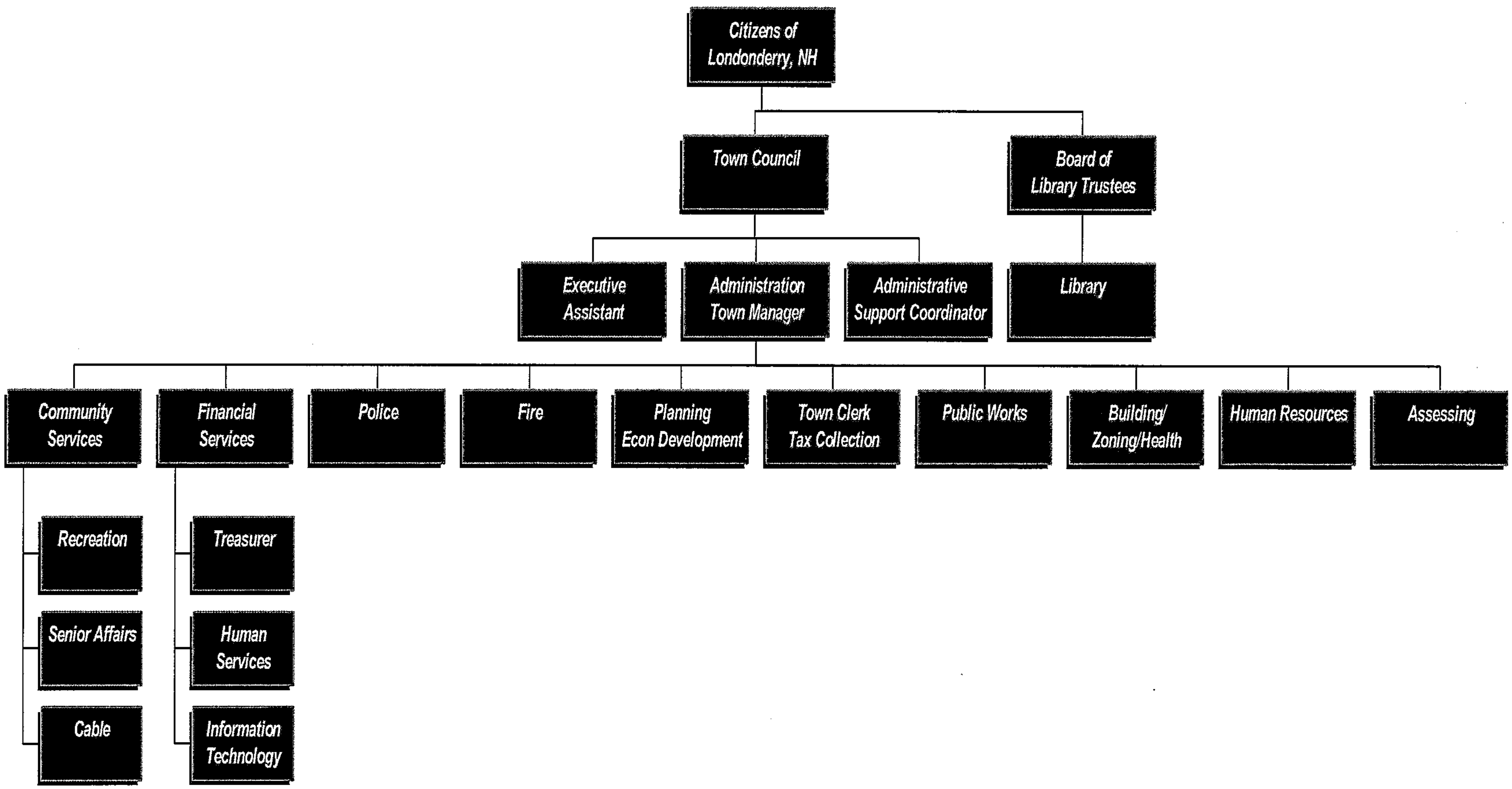
***(All meetings at 7:00 PM unless otherwise noted)***

| | |
|---|---|
| **Tue., Oct. 11, 2016** | **Last Day for Department Budget Input** |
| **Mon., Oct. 24, 2016** | **Town Manager Budget due to Finance Director** |
| **Mon. Oct. 31, 2016** | **Budget Books Available to Council, Bud. Comm., Depts.** |
| **Sat., Nov. 5, 2016** | **Budget Workshop**<br>**8:00 AM – General Overview by Town Manager**<br>**8:15 AM – Police Department**<br>**8:45 AM – Fire Department**<br>**9:15 AM – Public Works Department**<br>**9:45 AM – Library**<br>**10:15 AM – Other Departments Summary by Town Manager**<br>**10:45 AM – Council / Budget Committee Questions** |
| **Mon., Nov. 7, 2016** | **TOWN COUNCIL MEETING / TOWN COUNCIL BUDGET WORKSHOP – Budget Discussion** |
| **Mon., Nov. 14, 2016** | **TOWN COUNCIL BUDGET WORKSHOP – Follow-up Budget Workshop & Preliminary Budget Recommendations** |
| **Thurs., Dec. 1, 2016** | **Public notice of first budget hearing**<br>*(Note: - RSA 32:5- I - Seven (7) days' notice required)* |
| **Mon., Dec. 5, 2016** | **TOWN COUNCIL BUDGET WORKSHOP – Follow-up Budget Workshop & Preliminary Budget Recommendations, Preliminary Warrant Approval and determination of Bond Hearing (if any)** |
| **Thurs., Dec. 8, 2016** | **Public notice of bond hearing (if necessary)**<br>*(Note: RSA 33:8-a - Seven (7) days' notice is required)* |
| **Mon., Dec. 12, 2016** | **First budget public hearing, preliminary budget adoption** |
| **Mon., Dec. 19, 2016** | **TOWN COUNCIL MEETING –**<br>**Bond hearing (if necessary) /preliminary warrant approval** |
| **Thurs, Jan. 5, 2017** | **Public notice of second budget hearing**<br>*(Note: RSA 32:5-I. Seven days' notice required)* |
| **Tues., Jan. 10, 2017** | **Deadline for petitioned warrant articles**<br>*(RSA 40:13 II-a (b) - Must be received by the 2nd Tues. in Jan.)* |

# *FY 2018 Budget Calendar* *(con't.)*

| | |
|---|---|
| **Mon., Jan. 16, 2017** | **TOWN COUNCIL MEETING –Second budget public hearing, adoption of FY 17 Budget and final vote on warrant**<br>*(RSA 40:13 II-a (c) require hearing by the 3rd Tuesday in Jan.)* |
| **Mon, Jan. 23, 2017** | **Optional Meeting to sign final warrant if necessary** |
| **Thurs. Jan. 26, 2017** | **Annual Town Report to printer** |
| **Friday. Jan. 27, 2017** | **Last day to post warrant for Deliberative Session and Town Meeting**<br>*(RSA 39:5)* |
| **Thurs., Feb 2, 2017** | **Notice of Deliberative Session to be published in newspaper and posted in two public places**<br>*(At least one week prior to meeting per Town Charter 5.3)* |
| **Saturday, Feb 11, 2017 9:00 AM** | **Deliberative Session (Must be between 1st & 2nd Saturdays following last Monday in January)** |
| **Thurs., March 2, 2017** | **Notice of Budgetary Official Ballot Town Meeting to be published in newspaper and posted in two public places**<br>*(At least one week prior to meeting per Town Charter 5.3)* |
| **Tues., March 7, 2017** | **Minimum of one hundred copies of Annual Report made available to public** |
| **Tues., March 14, 2017 7 AM – 8 PM** | **Annual Town Meeting:** - Official Ballot session; election of Town/School Officers, Town/School budget adoption and Town/School bond articles<br>*(RSA 39:1)* |

# Town of Londonderry
## Organizational Chart



# Town of Londonderry
# Year Over Year Budget Comparison by Account
# FY 2018 Town Manager General Fund Operating Budget

| Account # | Description | 2017 Amended Budget | 2018 Town Manager Budget | Increase / (Decrease) |
|---|---|---|---|---|
| 4110 | Regular Salaries | $ 10,493,851 | $ 10,823,388 | $ 329,537 |
| 4120 | Part-time Salaries | $ 665,726 | $ 619,469 | $ (46,257) |
| 4130 | Elected Salaries | $ 64,014 | $ 72,100 | $ 8,086 |
| 4140 | Overtime Salaries | $ 668,519 | $ 696,360 | $ 27,841 |
| 4145 | Snow overtime Salaries | $ 115,000 | $ 115,920 | $ 920 |
| 4150 | Replacement coverage - Salaries | $ 740,395 | $ 839,587 | $ 99,192 |
| 4193 | Holiday Salaries | $ 249,578 | $ 245,171 | $ (4,407) |
| 4210 | Health Ins Benefits | $ 3,403,817 | $ 3,316,160 | $ (87,657) |
| 4215 | Life Ins Benefits | $ 186,335 | $ 193,436 | $ 7,101 |
| 4219 | Dental Ins Benefits | $ 202,009 | $ 214,134 | $ 12,125 |
| 4220 | FICA Benefits | $ 330,768 | $ 345,912 | $ 15,144 |
| 4225 | Medicare Benefits | $ 186,717 | $ 191,919 | $ 5,202 |
| 4230 | Retirement Benefits | $ 2,636,408 | $ 2,942,991 | $ 306,583 |
| 4240 | Tuition reimbursement Benefits | $ 85,370 | $ 85,370 | $ - |
| 4241 | Training Benefits | $ 105,200 | $ 105,200 | $ - |
| 4250 | Unemployment ins Benefits | $ 13,000 | $ 11,000 | $ (2,000) |
| 4260 | Workers' comp Benefits | $ 246,738 | $ 252,700 | $ 5,962 |
| 4290 | Uniforms & cleaning Benefits | $ 112,400 | $ 112,400 | $ - |
| 4301 | Auditing services Services | $ 42,300 | $ 44,000 | $ 1,700 |
| 4311 | Engineering Services | $ 50,000 | $ 50,000 | $ - |
| 4320 | Legal general Services | $ 165,000 | $ 165,000 | $ - |
| 4321 | Redemptions Services | $ 1,400 | $ 800 | $ (600) |
| 4322 | Collective bargaining Services | $ 9,500 | $ 9,500 | $ - |
| 4330 | MGMT services Services | $ 514,134 | $ 469,239 | $ (44,895) |
| 4331 | Special investigations Services | $ 6,500 | $ 6,500 | $ - |
| 4332 | Contracted services Services | $ 175,540 | $ 175,540 | $ - |
| 4335 | Waste collection Services | $ 1,470,000 | $ 1,437,851 | $ (32,149) |
| 4336 | Recycling Services | $ 531,000 | $ 489,977 | $ (41,023) |
| 4340 | Bank services Services | $ 27,000 | $ 28,000 | $ 1,000 |
| 4341 | Telephone Services | $ 94,872 | $ 98,172 | $ 3,300 |
| 4350 | Medical services Services | $ 2,500 | $ 2,500 | $ - |
| 4355 | Photo services Services | $ 1,000 | $ 1,000 | $ - |
| 4360 | Custodial Services | $ 57,160 | $ 62,360 | $ 5,200 |
| 4390 | Other professional Services | $ 30,000 | $ 30,000 | $ - |

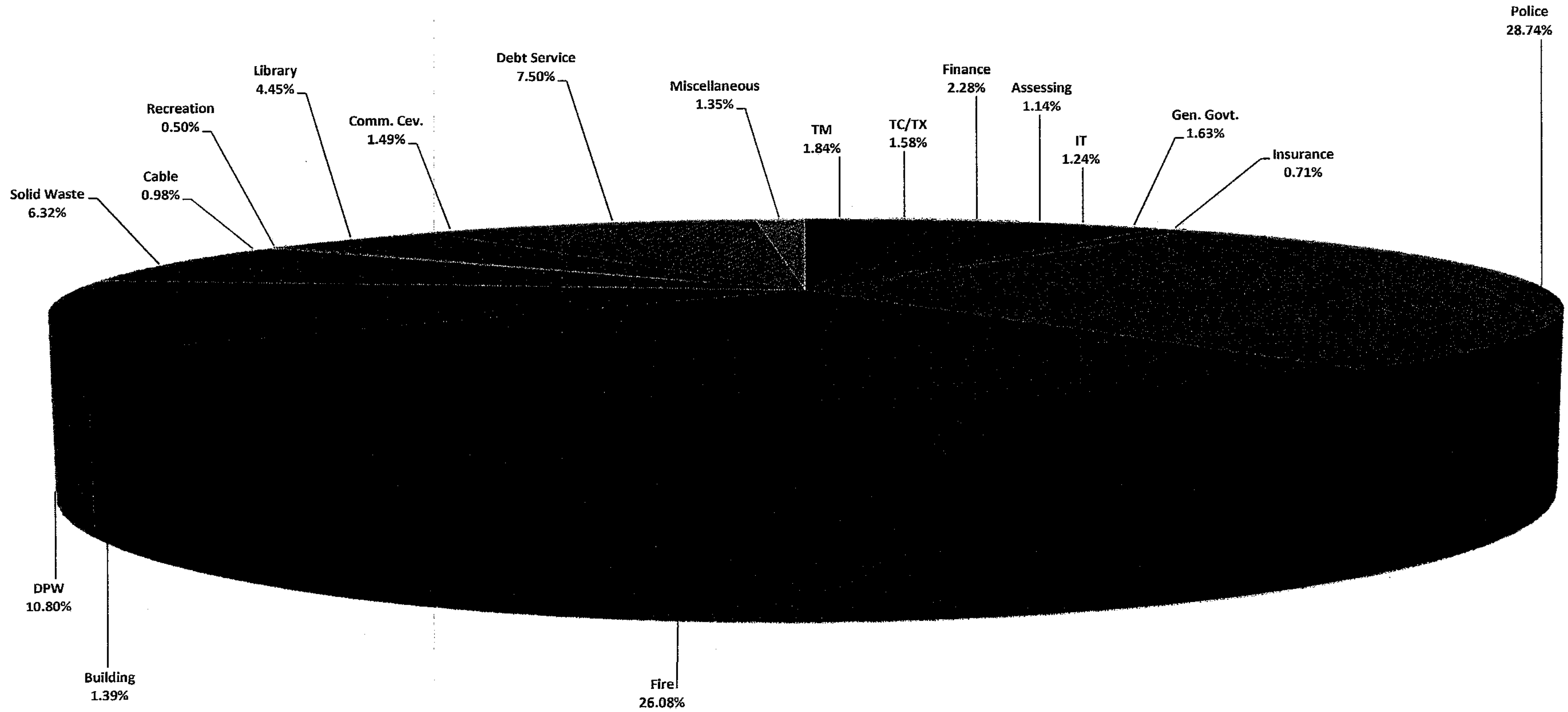
# Town of Londonderry
## Year Over Year Budget Comparison by Account
## FY 2018 Town Manager General Fund Operating Budget

| Account # | Description | 2017 Amended Budget | 2018 Town Manager Budget | Increase / (Decrease) |
|---|---|---|---|---|
| 4395 | Snow removal Services | $ 35,000 | $ 35,000 | $ - |
| 4410 | Electric Services | $ 205,468 | $ 207,968 | $ 2,500 |
| 4411 | Heat & oil Services | $ 97,707 | $ 91,207 | $ (6,500) |
| 4412 | Water Services | $ 41,700 | $ 46,700 | $ 5,000 |
| 4414 | Hydrants Services | $ 430,000 | $ 430,000 | $ - |
| 4415 | Street lighting Service | $ 40,000 | $ 40,000 | $ - |
| 4430 | Repairs & maint Service | $ 89,400 | $ 91,400 | $ 2,000 |
| 4436 | Cleaning & maint Services | $ 395,182 | $ 395,182 | $ - |
| 4438 | Storm drain const Services | $ 72,700 | $ 72,700 | $ - |
| 4440 | Rental and leases Services | $ 54,985 | $ 53,890 | $ (1,095) |
| 4490 | Clothing allowance Services | $ 20,960 | $ 20,960 | $ - |
| 4491 | Town common exp Services | $ 2,500 | $ 5,000 | $ 2,500 |
| 4520 | Property ins Services | $ 187,840 | $ 202,792 | $ 14,952 |
| 4521 | Ins deductible Services | $ 5,000 | $ 5,000 | $ - |
| 4530 | Public education Services | $ 2,500 | $ 2,500 | $ - |
| 4531 | Safety program Services | $ 30,000 | $ 30,000 | $ - |
| 4550 | Printing Services | $ 29,777 | $ 29,027 | $ (750) |
| 4560 | Dues & subs Services | $ 69,460 | $ 69,815 | $ 355 |
| 4570 | Sem & workshops Services | $ 25,935 | $ 26,935 | $ 1,000 |
| 4575 | Travel & mileage Services | $ 11,890 | $ 9,440 | $ (2,450) |
| 4580 | Mosquito Control | $ 37,000 | $ 37,000 | $ - |
| 4610 | General expenses Supplies | $ 126,866 | $ 131,866 | $ 5,000 |
| 4611 | K-9 supplies Supplies | $ 2,935 | $ 2,935 | $ - |
| 4612 | Crime prevention Supplies | $ 2,000 | $ 2,000 | $ - |
| 4614 | Civil defense exp Supplies | $ 2,000 | $ 1,000 | $ (1,000) |
| 4620 | Office supplies Supplies | $ 56,030 | $ 58,180 | $ 2,150 |
| 4625 | Postage Supplies | $ 49,495 | $ 46,895 | $ (2,600) |
| 4630 | Maint & repairs Supplies | $ 211,900 | $ 228,100 | $ 16,200 |
| 4634 | Hazardous materials Supplies | $ 11,614 | $ 12,700 | $ 1,086 |
| 4635 | Gasoline Supplies | $ 306,900 | $ 288,290 | $ (18,610) |
| 4640 | GIS Services & Supplies | $ 10,000 | $ 10,000 | $ - |
| 4660 | Vehicle repairs Supplies | $ 106,400 | $ 107,400 | $ 1,000 |
| 4670 | Books & periodicals Supplies | $ 96,350 | $ 96,350 | $ - |
| 4680 | Dept. expense Supplies | $ 55,500 | $ 54,500 | $ (1,000) |

# Town of Londonderry
# Year Over Year Budget Comparison by Account
# FY 2018 Town Manager General Fund Operating Budget

| Account # | Description | 2017 Amended Budget | 2018 Town Manager Budget | Increase / (Decrease) |
|---|---|---|---|---|
| 4690 | Other misc Supplies | $ 9,660 | $ 9,710 | $ 50 |
| 4693 | Welfare rent Supplies | $ 16,000 | $ 16,000 | $ - |
| 4694 | Welfare medical Supplies | $ 500 | $ 500 | $ - |
| 4695 | Gravel Supplies | $ 5,000 | $ 5,000 | $ - |
| 4696 | Street signs Supplies | $ 8,000 | $ 8,000 | $ - |
| 4697 | Salt Supplies | $ 220,000 | $ 220,000 | $ - |
| 4698 | Sand Supplies | $ 25,000 | $ 25,000 | $ - |
| 4699 | Welfare Heat & Oil Supplies | $ 2,000 | $ 2,000 | $ - |
| 4732 | Imp other Than building GIS Property | $ - | $ - | $ - |
| 4740 | Mach & equip Property | $ 107,860 | $ 105,860 | $ (2,000) |
| 4744 | Capital leases Property | $ 552,933 | $ 785,966 | $ 233,033 |
| 4750 | Furniture & fixures Property | $ 3,656 | $ 4,151 | $ 495 |
| 4820 | Sr. affairs program Other | $ 11,964 | $ 12,364 | $ 400 |
| 4821 | Adult programs Other | $ 600 | $ 600 | $ - |
| 4823 | Summer programs Other | $ 3,000 | $ 1,000 | $ (2,000) |
| 4824 | Programs Other | $ 2,000 | $ 9,500 | $ 7,500 |
| 4830 | Social service agencies Other | $ 46,687 | $ 46,687 | $ - |
| 4850 | Old home day Other | $ 5,150 | $ 5,150 | $ - |
| 4860 | Morrison house Other | $ 7,500 | $ 7,500 | $ - |
| 4861 | Heritage comm exp Other | $ 827 | $ 827 | $ - |
| 4864 | Cultural affairs cmte Other | $ 950 | $ 950 | $ - |
| 4868 | Regional trans initiative Other | $ 26,397 | $ 26,397 | $ - |
| 4980 | Principal Other | $ 1,720,000 | $ 1,950,129 | $ 230,129 |
| 4981 | Interest Other | $ 366,753 | $ 359,936 | $ (6,817) |
| **Total General Fund** | | $ 29,749,182 | $ 30,799,615 | $ 1,050,433 |

# Town Manager FY 2018 Operating Budget By Department




*Note: Departments that represent less than 0.50% of the budget have been combined and are represented by Misc in this chart. Those departments include: Conservation Comm., Budget Committee, Cemeteries, Senior Affairs, General Assistance, Legal and Town Council .

**Calculation of the Town's Default Level Budget**

In March, 2012, the Citizens of the Town of Londonderry voted to approve its first Town budget subsequent to becoming an "official ballot" community under the provisions of Chapter 40:13 of the New Hampshire Revised Statutes Annotated (RSA). As we enter our second budget year under these provisions, we believe it is important to communicate the guidelines under which we have formulated the default level budget defined in RSA 40:13, IX (b), which states:

> "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

In formulating its default level budget, the Finance Department has utilized the following guidelines to ensure that calculation methodologies are applied consistently across all departments:

1. Line items for salaries (to include overtime, holiday pay or other salary based line items): the prior year's adopted budget, multiplied by any contractually bargained increases (COLA and merit) due. Contractually obligated has been defined as increases contained in collective bargaining agreements for represented employees, and increases contemplated by the Town's approved personnel policies for non-represented employees. Additionally, if a group of represented employees does not have a contract in place for the year being budgeted, such budget will be defaulted at the same level (a zero increase) as the preceding year.
2. Line items formulated based on a percentage of salaries (FICA, Medicare, NH Retirement) are calculated at the salary level described in section 1 above, times the applicable contribution rate for the year being budgeted.
3. Line items for health and dental benefits will be calculated based on actual plan enrollment for positions occupied (vacant positions will be considered at the highest plan level for budgeting purposes) in the current year budget at a date to be determined by the Finance Department, multiplied by the guaranteed maximum rate (GMR) increase communicated by the Town's third party administrator.
4. Line items for other insurance benefits (Property & Liability, Life, Short and Long-Term Disability, Unemployment Compensation) will be based on current year budgeted amounts, increased or decreased by estimated premium amendments provided by the Town's various third party administrators.
5. All other line items for operating expenses will be formulated based the current year's adopted budget, increased or decreased by any approved contracts, and reduced by any one-time expenditure(s).

As with all statutory definitions, there may be interpretations which differ from the methodologies outlined above. However, it is our hope that by developing a Town-wide standard, and applying it consistently, we place ourselves in a position to provide comparable budget data as we migrate through each succeeding fiscal year.

# Town of Londonderry

## Fiscal Year 2018 Revenue Budget

**Fund: 100 - General Fund**

**Department: 00 - Non Departmental**

| Account Number | Account Description | 2016 Amended Budget | 2016 Actual | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Increase / (Decrease) |
|---|---|---|---|---|---|---|---|---|
| 3120-001 | Land Use Change Tax | 0.00 | 69,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3185-001 | Yield tax Taxes | 19,500.00 | 33,686.69 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 3186-001 | Payment in lieu of taxes Taxes | 646,555.00 | 646,554.15 | 659,486.00 | 672,675.00 | 672,675.00 | 0.00 | 13,189.00 |
| 3187-001 | Excavation tax Taxes | 11,700.00 | 16,633.80 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 3190-001 | Interest and costs on late taxes Taxes | 300,000.00 | 222,589.45 | 230,000.00 | 175,000.00 | 175,000.00 | 0.00 | (55,000.00) |
| 3210-004 | UCC Filings & Cert. Licenses and Permits | 6,000.00 | 5,041.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 3220-001 | Motor vehicle permit fees Licenses and Permits | 6,300,000.00 | 7,415,142.91 | 6,850,000.00 | 6,850,000.00 | 6,850,000.00 | 0.00 | 0.00 |
| 3290-001 | Dog licenses Licenses and Permits | 16,000.00 | 14,962.00 | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 3290-002 | Marriage licenses Licenses and Permits | 4,500.00 | 6,790.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 3290-003 | Reclamation fees Licenses and Permits | 16,000.00 | 16,287.00 | 16,000.00 | 16,000.00 | 16,000.00 | 0.00 | 0.00 |
| 3290-004 | Other permits and fees Licenses and Permits | 1,500.00 | 926.06 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 3352-001 | Meals and room tax Grants | 1,168,802.00 | 1,168,802.17 | 1,287,101.00 | 1,287,101.00 | 1,287,101.00 | 0.00 | 0.00 |
| 3353-001 | Highway block grant Grants | 569,118.00 | 582,786.77 | 591,600.00 | 591,600.00 | 591,600.00 | 0.00 | 0.00 |
| 3354-001 | Water pollution grant Grants | 41,569.00 | 41,569.00 | 40,196.00 | 40,196.00 | 40,196.00 | 0.00 | 0.00 |
| 3359-001 | Other state grants Grants | 8,500.00 | 51,915.18 | 8,000.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 3502-001 | Interest Investments Miscellaneous | 20,000.00 | 31,944.42 | 25,000.00 | 35,000.00 | 35,000.00 | 0.00 | 10,000.00 |
| 3503-001 | Insurance reimbursements Miscellaneous | 50,000.00 | 3,528.90 | 50,000.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 3509-003 | Clerk/Collector over (under) Miscellaneous | 0.00 | (12.75) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3509-004 | Other miscellaneous revenues Miscellaneous | 300,000.00 | 316,156.47 | 50,000.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 3509-005 | E-Registration Fees Miscellaneous Revenue | 1,500.00 | 2,026.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3912-001 | Transfer from special rev funds Transfers | 95,000.00 | 96,924.38 | 95,000.00 | 95,000.00 | 95,000.00 | 0.00 | 0.00 |
| 3912-002 | Transfer from Sewer Fund Transfer | 320,000.00 | 320,000.00 | 320,000.00 | 320,000.00 | 320,000.00 | 0.00 | 0.00 |
| 3916-001 | Transfer from trust/agency funds Transfers | 384,500.00 | 388,603.59 | 299,752.00 | 212,570.00 | 212,570.00 | 0.00 | (87,182.00) |
| 3939-002 | Budgetary Use of Fund Balance Other Financing | 843,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Department Total: 00 - Non Departmental** | $11,123,744.00 | $11,452,457.89 | $10,559,635.00 | $10,440,642.00 | $10,440,642.00 | $0.00 | ($118,993.00) |

# Town of Londonderry

## Fiscal Year 2018 Revenue Budget

| Account Number | Account Description | 2016 Amended Budget | 2016 Actual | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Increase / (Decrease) |
|---|---|---|---|---|---|---|---|---|
| **Department: 14 - Zoning** | | | | | | | | |
| 3401-001 | Zoning review Departmental revenue | 30,000.00 | 68,061.18 | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| | **Department Total: 14 - Zoning** | $30,000.00 | $68,061.18 | $30,000.00 | $30,000.00 | $30,000.00 | $0.00 | $0.00 |
| **Department: 20 - Police** | | | | | | | | |
| 3402-002 | Police grants - miscellaneous Departmental revenue | 500.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 3402-003 | Police miscellaneous revenue Departmental revenue | 6,500.00 | 3,162.78 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 3402-004 | Police report revenue Departmental revenue | 2,000.00 | 1,903.16 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 3402-005 | Police pistol permits Departmental revenue | 2,000.00 | 6,460.00 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 3402-006 | Police false alarms Departmental revenue | 4,500.00 | 750.01 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 3402-007 | Police parking tickets Departmental revenue | 1,500.00 | 610.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 3402-008 | Police court time Departmental revenue | 12,500.00 | 11,894.43 | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 3402-009 | Police testing fees Departmental revenue | 1,500.00 | 2,441.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 3402-010 | Police gun storage fees Departmental revenue | 1,000.00 | 360.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| | **Department Total: 20 - Police** | $32,000.00 | $27,581.38 | $36,500.00 | $36,500.00 | $36,500.00 | $0.00 | $0.00 |
| **Department: 23 - Fire** | | | | | | | | |
| 3403-001 | Ambulance revenue Departmental revenue | 550,000.00 | 722,226.63 | 550,000.00 | 550,000.00 | 600,000.00 | 0.00 | 50,000.00 |
| 3403-003 | Fire grants - miscellaneous Departmental revenue | 5,000.00 | 500.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 3403-004 | Fire miscellaneous revenue Departmental revenue | 21,500.00 | 31,098.70 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 3403-005 | Fire Department-Dispatch Services | 40,000.00 | 40,000.00 | 50,000.00 | 120,000.00 | 120,000.00 | 0.00 | 70,000.00 |
| | **Department Total: 23 - Fire** | $616,500.00 | $793,825.33 | $635,000.00 | $705,000.00 | $755,000.00 | $0.00 | $120,000.00 |
| **Department: 24 - Building** | | | | | | | | |
| 3404-001 | Building miscellaneous revenue Departmental revenue | 400,000.00 | 512,737.00 | 500,000.00 | 500,000.00 | 500,000.00 | 0.00 | 0.00 |
| | **Department Total: 24 - Building** | $400,000.00 | $512,737.00 | $500,000.00 | $500,000.00 | $500,000.00 | $0.00 | $0.00 |
| **Department: 26 - Public Works** | | | | | | | | |
| 3405-001 | Drop off center revenue Departmental revenue | 77,000.00 | 91,637.55 | 80,000.00 | 80,000.00 | 80,000.00 | 0.00 | 0.00 |
| 3405-002 | Waste container revenue -Departmental revenue | 10,000.00 | 15,677.50 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| | **Department Total: 26 - Public Works** | $87,000.00 | $107,315.05 | $90,000.00 | $90,000.00 | $90,000.00 | $0.00 | $0.00 |
| **Department: 29 - Cable** | | | | | | | | |
| 3509-004 | Other miscellaneous revenues Miscellaneous | 375,000.00 | 491,339.92 | 475,000.00 | 475,000.00 | 475,000.00 | 0.00 | 0.00 |
| | **Department Total: 29 - Cable** | $375,000.00 | $491,339.92 | $475,000.00 | $475,000.00 | $475,000.00 | $0.00 | $0.00 |
| **Department: 30 - Recreation** | | | | | | | | |
| 3406-001 | Recreation revenue Departmental revenue | 5,000.00 | 7,391.87 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| | **Department Total: 30 - Recreation** | $5,000.00 | $7,391.87 | $5,000.00 | $5,000.00 | $5,000.00 | $0.00 | $0.00 |
| **Department: 32 - Senior Affairs** | | | | | | | | |
| 3407-001 | Senior Affairs revenue | 1,500.00 | 2,563.50 | 2,200.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| | **Department Total: 32 - Senior Affairs** | $1,500.00 | $2,563.50 | $2,200.00 | $2,200.00 | $2,200.00 | $0.00 | $0.00 |
| | Total: 100 - General Fund | $12,670,744.00 | $13,463,273.12 | $12,333,335.00 | $12,284,342.00 | $12,334,342.00 | $0.00 | $1,007.00 |

# GENERAL GOVERNMENT

## Division: Town Council

### Mission Statement:

To facilitate the timely delivery of consistently superior local government services to meet the needs of Londonderry's diverse public interests and to attain the goals of the Londonderry 2000 Project as adopted by the 1991 Annual Town Meeting, Article 32, Best Town's Process (2003), Master Plan Update (2013), and annual goals and objectives. Only those services shall be provided which are valued by the community, volunteers and employees who comprise the Town's government. To use public resources wisely and to foster amongst the people of Londonderry a sense of community.

### Major Services/Responsibilities:

Establish policies and set the long-term direction for the provision of municipal services. Authorize a careful plan of expenditures and certain other appropriations deemed necessary for municipal services. Enact codes and ordinances preserving the general well being of residents and business in the community.

### Key Fiscal Year Objectives:

Improve Communications
Maintain financial plan to stabilize/lower tax rate
Continue a technology plan with positive cost benefit
Insure appropriate resources for staffing to provide municipal services
Maintain a financially stable and fiscally sound municipal operation
Maintain level of efficient and effective services
Offer a diversity of cultural and recreational opportunities
Support quality education

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Fund | **100 - General Fund** | | | | | | | | |
| | EXPENSE | | | | | | | | |
| Department | **01 - Town Council** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4130-000 | Elected Salaries | 10,500.00 | 12,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 0.00 | - | 10,500.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Council Chairman | 1.00 | 2,500.00 | 2,500.00 | | | | | |
| | Initial Dept Head Budget / Councilor | 4.00 | 2,000.00 | 8,000.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 10,500.00 | | | | | |
| 4220-000 | FICA Benefits | 651.00 | 775.00 | 651.00 | 651.00 | 651.00 | 0.00 | - | 651.00 |
| 4225-000 | Medicare Benefits | 152.00 | 181.25 | 152.00 | 152.00 | 152.00 | 0.00 | - | 152.00 |
| 4260-000 | Workers' comp Benefits | 19.00 | 17.32 | 19.00 | 19.00 | 19.00 | 0.00 | - | 19.00 |
| 4610-000 | General expenses Supplies | 777.00 | 1,551.67 | 777.00 | 777.00 | 777.00 | 0.00 | - | 777.00 |
| Division | **00 - Non-Divisional** Totals | 12,099.00 | 15,025.24 | 12,099.00 | 12,099.00 | 12,099.00 | 0.00 | - | 12,099.00 |
| Department | **01 - Town Council** Totals | 12,099.00 | 15,025.24 | 12,099.00 | 12,099.00 | 12,099.00 | 0.00 | - | 12,099.00 |

# ADMINISTRATION

## Division: Town Manager

### Mission Statement:

Manage efficient operation of the various departments established to serve the public by providing effective leadership and supervision and communicate identified needs of the community by submitting reports and recommendations to the Town Council.

### Major Services/Responsibilities:

Coordinate, implement and enforce policies and goals as adopted by Town Council
Supervise and direct the administration of all Town departments and personnel
Act the Department Head for Economic Development and Planning
Inform the Town Council of the needs and demands of the citizens and departments
Respond to citizen's inquiries and complaints
Coordinate the purchase of supplies, materials and equipment for all departments
Provide Administrative support for the Town Council

### Key Fiscal Year Objectives:

Maintain Town operations within the fiscal constraints of the approved budget and seek new methods and practices which streamline operations and costs.

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **02 - Town Manager** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 226,206.00 | 224,734.97 | 235,522.00 | 326,768.00 | 326,768.00 | 0.00 | 91,246.00 | 326,768.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Executive Assistant | 1.00 | 45,780.00 | 45,780.00 | | | | | |
| | Initial Dept Head Budget | Admin Support Coord/Fleet Mgr | 1.00 | 79,422.00 | 79,422.00 | | | | | |
| | Initial Dept Head Budget | ATM/Personnel Director | 1.00 | 87,125.00 | 87,125.00 | | | | | |
| | Initial Dept Head Budget | Town Manager | 1.00 | 114,441.00 | 114,441.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 326,768.00 | | | | | |
| 4120-000 | Part-time Salaries | | 0.00 | 849.76 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4140-000 | Overtime Salaries | | 6,000.00 | 5,223.89 | 6,000.00 | 6,000.00 | 6,000.00 | 0.00 | - | 6,000.00 |
| 4210-000 | Health Ins Benefits | | 33,077.00 | 35,878.10 | 36,342.00 | 63,731.00 | 63,731.00 | 0.00 | 27,389.00 | 63,731.00 |
| 4215-000 | Life Ins Benefits | | 2,310.00 | 3,840.56 | 4,442.00 | 6,523.00 | 6,523.00 | 0.00 | 2,081.00 | 6,523.00 |
| 4219-000 | Dental Ins Benefits | | 2,383.00 | 2,382.64 | 2,907.00 | 4,745.00 | 4,745.00 | 0.00 | 1,838.00 | 4,745.00 |
| 4220-000 | FICA Benefits | | 14,397.00 | 14,225.26 | 14,975.00 | 20,632.00 | 20,632.00 | 0.00 | 5,657.00 | 20,632.00 |
| 4225-000 | Medicare Benefits | | 3,367.00 | 3,326.92 | 3,502.00 | 4,825.00 | 4,825.00 | 0.00 | 1,323.00 | 4,825.00 |
| 4230-000 | Retirement Benefits | | 14,397.00 | 22,894.11 | 23,577.00 | 34,346.00 | 34,346.00 | 0.00 | 10,769.00 | 34,346.00 |
| 4260-000 | Workers' comp Benefits | | 384.00 | 341.44 | 363.00 | 371.00 | 371.00 | 0.00 | 8.00 | 371.00 |
| 4330-000 | MGMT services Services | | 268,890.00 | 254,354.78 | 68,890.00 | 38,890.00 | 38,890.00 | 0.00 | (30,000.00) | 68,890.00 |
| 4341-000 | Telephone Services | | 1,750.00 | 1,052.49 | 1,750.00 | 1,750.00 | 1,750.00 | 0.00 | - | 1,750.00 |
| 4550-000 | Printing Services | | 12,000.00 | 8,390.18 | 12,000.00 | 12,000.00 | 12,000.00 | 0.00 | - | 12,000.00 |
| 4560-0C | Dues & subs Services | | 36,004.00 | 38,196.79 | 38,000.00 | 38,000.00 | 38,000.00 | 0.00 | - | 38,000.00 |
| 4570-0C | Sem & workshops Services | | 3,000.00 | 838.00 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | - | 3,000.00 |
| 4575-00 | Travel & mileage Services | | 3,400.00 | 52.90 | 3,400.00 | 3,400.00 | 3,400.00 | 0.00 | - | 3,400.00 |
| 4620-000 | Office supplies Supplies | | 1,575.00 | 937.85 | 1,575.00 | 1,575.00 | 1,575.00 | 0.00 | - | 1,575.00 |
| 4625-000 | Postage Supplies | | 750.00 | 431.28 | 750.00 | 750.00 | 750.00 | 0.00 | - | 750.00 |
| 4670-000 | Books & periodicals Supplies | | 250.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0.00 | - | 250.00 |
| Division | **00 - Non-Divisional** Totals | | 630,140.00 | 617,951.92 | 475,245.00 | 567,556.00 | 567,556.00 | 0.00 | 110,311.00 | 597,556.00 |
| Department | **02 - Town Manager** Totals | | 630,140.00 | 617,951.92 | 475,245.00 | 567,556.00 | 567,556.00 | 0.00 | 110,311.00 | 597,556.00 |

# GENERAL GOVERNMENT

## Division: Budget Committee

### Mission Statement:

To review the Town and School budget and expenditures and annual budgets, make recommendations for adjustments thereto.

### Major Services/Responsibilities:

Participate in budget review meetings
Make recommendations for adjustments to annual budget

### Key Fiscal Year Objectives:

Assure the budget is administered in an efficient and cost effective manner

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **04 - Budget Committee** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4610-000 | General expenses Supplies | 1.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 | - | 1.00 |
| Division | **00 - Non-Divisional** Totals | 1.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 | - | 1.00 |
| Department | **04 - Budget Committee** Totals | 1.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 | - | 1.00 |

# FINANCIAL SERVICES

## Division: Town Clerk/ Tax Collector

### Mission Statement:

To safely and accurately make collections and timely deposits of Town monies; to record and preserve vital records of the community; and to consistently, courteously and efficiently serve our customers

### Major Services/Responsibilities:

- Register vehicles
- Collect and deposit Town monies
- Maintain vital records
- License dogs and amusement devices
- Assist Town Moderator with all Elections
- Mail absentee ballots for all Elections
- Track absentee ballots through the HAVA system
- Maintain and preserve Town records
- Prepare Municipal Agent reports
- Collect Town property taxes
- Collect Town sewer taxes
- Prepare Lien & Deed Notices
- Assist with preparation of Warrants

### Key Fiscal Year Objectives:

The goal of the Town Clerk and Tax Collector is to serve the public as efficiently as possible. This includes providing E-services whenever possible. We are the keepers of all Town records and State laws regulate our work.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
| Tax bills mailed | 19,700 | 19,800 | 20,353 | 20,600 | 20,800 |
| | | | | | |
| Auto Registrations | 36,313 | 37,259 | 36,893 | 37,200 | 37,300 |
| Dog Licenses | 3,450 | 3,295 | 3,201 | 3,300 | 3,400 |

# FINANCIAL SERVICES

## Division: Town Clerk / Tax Collector - Supervisors of the Checklist

### Mission Statement:

To maintain the voter registrations of the Town in an accurate, cost-efficient, professional and courteous manner, while adhering to State laws and local ordinances to the benefit of the Town's citizenry

### Major Services/Responsibilities:

Voter Registration
Checklist Management – prepare, update, post, forward to State archives, provide lists upon request
Verifications – petitions, nominations papers and purge every ten years
Notification to residents of upcoming voter registration dates
Maintenance of voter registration information in the HAVA system
Maintenance of paper files of original voter registration documents

### Key Fiscal Year Objectives:

To continue doing our part to have each election run as smoothly as possible and to continue maintaining Statewide HAVA System

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
| Registered Voters | 15,715 | 16,215 | 17,496 | 17,800 | 18,000 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | Transaction | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **05 - Town Clerk/Tax Collector** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 149,080.00 | 154,079.31 | 161,746.00 | 221,872.00 | 221,872.00 | 0.00 | 60,126.00 | 221,872.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Non-Rep Admin Time | 1.00 | 1,672.00 | 1,672.00 | | | | | |
| | Initial Dept Head Budget | Deputy Tax Collector Stipend | 1.00 | 5,000.00 | 5,000.00 | | | | | |
| | Initial Dept Head Budget | Deputy Town Clerk Stipend | 1.00 | 5,000.00 | 5,000.00 | | | | | |
| | Initial Dept Head Budget | Tax Collector | 1.00 | 59,396.00 | 59,396.00 | | | | | |
| | Initial Dept Head Budget | Clerk's Assistants | 3.00 | 50,268.00 | 150,804.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 221,872.00 | | | | | |
| 4120-000 | Part-time Salaries | | 71,618.00 | 72,522.41 | 72,502.00 | 31,680.00 | 31,680.00 | 0.00 | (40,822.00) | 31,680.00 |
| | Budget Transactions | | | | | | | | | |
| | Initial Dept Head Budget | Checklist Assistants | 1.00 | 90.00 | 90.00 | | | | | |
| | Initial Dept Head Budget | Ballot Clerks | 1.00 | 6,828.00 | 6,828.00 | | | | | |
| | Initial Dept Head Budget | Clerk's Assistant | 1.00 | 24,762.00 | 24,762.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 31,680.00 | | | | | |
| 4130-000 | Elected Salaries | | 54,952.00 | 45,695.58 | 51,014.00 | 59,100.00 | 59,100.00 | 0.00 | 8,086.00 | 59,100.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Moderator | 1.00 | 1,500.00 | 1,500.00 | | | | | |
| | Initial Dept Head Budget | Supervisors of the Checklist | 1.00 | 8,100.00 | 8,100.00 | | | | | |
| | Initial Dept Head Budget | Town Clerk | 1.00 | 49,500.00 | 49,500.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 59,100.00 | | | | | |
| 4140-00_ | Overtime Salaries | | 7,000.00 | 615.94 | 7,000.00 | 7,000.00 | 7,000.00 | 0.00 | - | 7,000.00 |
| 4210-000 | Health Ins Benefits | | 49,231.00 | 49,294.68 | 55,819.00 | 40,399.00 | 40,399.00 | 0.00 | (15,420.00) | 40,399.00 |
| 4215-000 | Life Ins Benefits | | 2,309.00 | 2,922.80 | 3,422.00 | 4,353.00 | 4,353.00 | 0.00 | 931.00 | 4,353.00 |
| 4219-000 | Dental Ins Benefits | | 3,410.00 | 3,933.28 | 3,934.00 | 5,269.00 | 5,269.00 | 0.00 | 1,335.00 | 5,269.00 |
| 4220-000 | FICA Benefits | | 12,545.00 | 16,624.35 | 17,302.00 | 18,794.00 | 18,794.00 | 0.00 | 1,492.00 | 18,794.00 |
| 4225-000 | Medicare Benefits | | 2,934.00 | 3,887.94 | 4,047.00 | 4,395.00 | 4,395.00 | 0.00 | 348.00 | 4,395.00 |
| 4230-000 | Retirement Benefits | | 17,434.00 | 17,985.26 | 18,951.00 | 26,045.00 | 26,045.00 | 0.00 | 7,094.00 | 26,045.00 |
| 4260-000 | Workers' comp Benefits | | 475.00 | 423.10 | 450.00 | 460.00 | 460.00 | 0.00 | 10.00 | 460.00 |
| 4321-000 | Redemptions Services | | 1,400.00 | 510.63 | 1,400.00 | 800.00 | 800.00 | 0.00 | (600.00) | 1,400.00 |
| 4330-000 | MGMT services Services | | 15,297.00 | 13,711.81 | 15,697.00 | 15,897.00 | 15,897.00 | 0.00 | 200.00 | 15,697.00 |
| 4341-000 | Telephone Services | | 2,100.00 | 1,581.73 | 1,700.00 | 1,700.00 | 1,700.00 | 0.00 | - | 1,700.00 |
| 4560-000 | Dues & subs Services | | 95.00 | 180.00 | 95.00 | 200.00 | 200.00 | 0.00 | 105.00 | 95.00 |
| 4570-000 | Sem & workshops Services | | 1,350.00 | 944.38 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4575-000 | Travel & mileage Services | | 522.00 | 368.31 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | - | 1,000.00 |
| 4620-000 | Office supplies Supplies | | 9,650.00 | 11,207.73 | 9,000.00 | 11,150.00 | 11,150.00 | 0.00 | 2,150.00 | 9,000.00 |
| 4625-000 | Postage Supplies | | 35,355.00 | 20,326.72 | 32,750.00 | 30,400.00 | 30,400.00 | 0.00 | (2,350.00) | 32,750.00 |
| 4670-000 | Books & periodicals Supplies | | 1,100.00 | 593.95 | 800.00 | 800.00 | 800.00 | 0.00 | - | 800.00 |
| 4750-000 | Furniture & fixures Property | | 3,456.00 | 12,328.21 | 3,456.00 | 3,951.00 | 3,951.00 | 0.00 | 495.00 | 3,456.00 |
| Division | **00 - Non-Divisional** Totals | | 459,259.00 | 440,110.81 | 464,585.00 | 487,765.00 | 487,765.00 | 0.00 | 23,180.00 | 487,765.00 |
| Department | **05 - Town Clerk/Tax Collector** Totals | | 459,559.00 | 440,110.81 | 464,585.00 | 487,765.00 | 487,765.00 | 0.00 | 23,180.00 | 487,765.00 |

# FINANCIAL SERVICES

## Division: Finance

### Mission Statement:

Handle the financial resources of the Town in a safe, fair, accurate, efficient and professional manner to meet all areas of responsibilities; including compliance with Federal, State and Local laws and ordinances and generally accepted accounting principals. Provide timely and accurate reports that are easy to read which report the financial position and performance of the Town to the Town Council, management and general public

### Major Services/Responsibilities:

Budget Preparation and Control
Grant Financial Compliance
Assist in Independent Audit
Account and Bank Reconciliations
Preparation of Financial Statements
Cash Management
Debt Financing
Research and Analysis
Compliance to GAAP, GAAFR and GASB policies and statements
Compliance to Federal, State, and Local law and ordinances
Audit and processing of Accounts Payable, Payroll and Cash Receipts

### Key Fiscal Year Objectives:

Redesign investment management process to maximize investment earnings potential. Capitalize on payment technologies to gain efficiencies in the Town's disbursement processes for vendor payments.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY- 13/14 | FY- 14/15 | FY- 15/16 | FY- 16/17 | FY-17/18 |
| Work Days/Audit | 12 | 10 | 10 | 10 | 10 |
| Checks Processed | 5650 | 5573 | 5500 | 4500 | 4000 |
| Voided Checks | 144 | 54 | 45 | 40 | 40 |
| Annual Direct Deposits | 11551 | 12277 | 12500 | 13000 | 13000 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **08 - Finance** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4110-000 | Regular Salaries | 366,490.00 | 343,918.29 | 339,263.00 | 403,297.00 | 403,297.00 | 0.00 | 64,034.00 | 403,297.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* — *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget — Vacation Cash Out | 1.00 | 4,163.00 | 4,163.00 | | | | | |
| | Initial Dept Head Budget — Non-Rep Admin Time | 1.00 | 7,995.00 | 7,995.00 | | | | | |
| | Initial Dept Head Budget — Payroll Clerk | 1.00 | 53,519.00 | 53,519.00 | | | | | |
| | Initial Dept Head Budget — Accounts Payable Clerk | 1.00 | 53,519.00 | 53,519.00 | | | | | |
| | Initial Dept Head Budget — Senior Accountant | 1.00 | 62,201.00 | 62,201.00 | | | | | |
| | Initial Dept Head Budget — HR Manager | 1.00 | 91,813.00 | 91,813.00 | | | | | |
| | Initial Dept Head Budget — Finance Director | 1.00 | 130,087.00 | 130,087.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 403,297.00 | | | | | |
| 4120-000 | Part-time Salaries | 42,702.00 | 38,955.47 | 43,307.00 | 0.00 | 0.00 | 0.00 | (43,307.00) | - |
| 4130-000 | Elected Salaries | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* — *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget — Treasurer | 1.00 | 2,500.00 | 2,500.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 2,500.00 | | | | | |
| 4140-000 | Overtime Salaries | 4,952.00 | 35.19 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | - | 1,000.00 |
| 4210-000 | Health Ins Benefits | 54,078.00 | 42,551.15 | 46,446.00 | 64,101.00 | 64,101.00 | 0.00 | 17,655.00 | 64,101.00 |
| 4215-000 | Life Ins Benefits | 5,257.00 | 5,379.97 | 6,370.00 | 6,681.00 | 6,681.00 | 0.00 | 311.00 | 6,681.00 |
| 4219-00 | Dental Ins Benefits | 3,559.00 | 2,095.80 | 3,057.00 | 3,057.00 | 3,057.00 | 0.00 | - | 3,057.00 |
| 4220-00 | FICA Benefits | 25,832.00 | 22,091.61 | 23,704.00 | 25,221.00 | 25,221.00 | 0.00 | 1,517.00 | 25,221.00 |
| 4225-00 | Medicare Benefits | 6,042.00 | 5,198.45 | 5,544.00 | 5,899.00 | 5,899.00 | 0.00 | 355.00 | 5,899.00 |
| 4230-000 | Retirement Benefits | 41,546.00 | 35,986.26 | 38,046.00 | 46,009.00 | 46,009.00 | 0.00 | 7,963.00 | 46,009.00 |
| 4240-000 | Tuition reimbursement Benefits | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4241-000 | Training Benefits | 1,000.00 | 559.61 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4260-000 | Workers' comp Benefits | 482.00 | 428.04 | 455.00 | 465.00 | 465.00 | 0.00 | 10.00 | 465.00 |
| 4301-000 | Auditing services Services | 47,000.00 | 39,500.00 | 42,300.00 | 44,000.00 | 44,000.00 | 0.00 | 1,700.00 | 44,000.00 |
| 4330-000 | MGMT services Services | 1,000.00 | 1,606.28 | 10,000.00 | 9,000.00 | 9,000.00 | 0.00 | (1,000.00) | 10,000.00 |
| 4340-000 | Bank services Services | 32,000.00 | 27,606.22 | 27,000.00 | 28,000.00 | 28,000.00 | 0.00 | 1,000.00 | 27,000.00 |
| 4341-000 | Telephone Services | 2,000.00 | 1,061.01 | 1,200.00 | 1,200.00 | 1,200.00 | 0.00 | - | 1,200.00 |
| 4390-000 | Other professional Services | 0.00 | 0.00 | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | - | 30,000.00 |
| 4560-000 | Dues & subs Services | 350.00 | 470.00 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4570-000 | Sem & workshops Services | 1,000.00 | 1,293.99 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | - | 3,000.00 |
| 4575-000 | Travel & mileage Services | 300.00 | 497.34 | 300.00 | 300.00 | 300.00 | 0.00 | - | 300.00 |
| 4620-000 | Office supplies Supplies | 4,000.00 | 3,760.95 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | - | 4,000.00 |
| 4625-000 | Postage Supplies | 2,500.00 | 2,218.50 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4670-000 | Books & periodicals Supplies | 100.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 | - | 100.00 |
| Division | **00 - Non-Divisional** Totals | 647,690.00 | 577,714.13 | 630,592.00 | 680,830.00 | 680,830.00 | 0.00 | 50,238.00 | 680,830.00 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Division | **44 - Personnel Administration** | | | | | | | | |
| 4210-000 | Health Ins Benefits | -200,000.00 | -205,692.36 | 347,537.00 | 0.00 | 0.00 | 0.00 | (347,537.00) | - |
| 4220-000 | FICA Benefits | 0.00 | 653.08 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4225-000 | Medicare Benefits | 0.00 | 454.30 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4240-000 | Tuition reimbursement Benefits | 20,600.00 | 15,549.00 | 20,600.00 | 20,600.00 | 20,600.00 | 0.00 | - | 20,600.00 |
| Division | **44 - Personnel Administration** Totals | -179,400.00 | -189,035.98 | 368,137.00 | 20,600.00 | 20,600.00 | 0.00 | (347,537.00) | 20,600.00 |
| Department | **08 - Finance** Totals | 468,290.00 | 388,678.15 | 998,729.00 | 701,430.00 | 701,430.00 | 0.00 | (297,299.00) | 701,430.00 |

# GENERAL GOVERNMENT

## Division: Assessing

### Mission Statement:

To locate and appraise all taxable property in accordance with New Hampshire Revised Statutes Annotated, Supreme Court decisions and administrative procedures; to maintain current information on the ownership and characteristics of property; to prepare and certify the assessment roll and individual property assessments in accordance with the New Hampshire RSAs.

### Major Services/Responsibilities:

Maintain town's assessment roll by valuation of building additions and new construction
Administration of exemption and abatement applications and preparation of reports to State
Represent Town at Board of Tax and Land Appeals and Superior Court
Value real property for Ad Valorem tax purposes
Administer timber cutting, excavations and current use

### Key Fiscal Year Objectives:

Continue with updating properties
Continue maintaining the sales month by month as they are received in this office
Continue with the re-measuring / listing program, doing a percentage each year for 5 years

### Performance Measures:

| Description | Actual | | | Projected |
|---|---|---|---|---|
| | FY – 14/15 | FY 15/16 | FY – 16/17 | FY – 17/18 |
| Total Parcels | 10,217 | 10,438 | 10,186 | 10240 |
| Abatement Applications Filed (est.) | 102 | 140 | 60 | 75 |
| Property Transfers | 811 | 811 | 969 | 975 |
| Tax Credits - Veterans | 879 | 866 | 822 | 840 |
| Elderly, Blind & Disabled Exemptions | 241 | 223 | 220 | 225 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **09 - Assessing** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 223,685.00 | 217,046.67 | 239,175.00 | 201,877.00 | 201,877.00 | 0.00 | (37,298.00) | 201,877.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LEEA Admin Time | 1.00 | 2,365.00 | 2,365.00 | | | | | |
| | Initial Dept Head Budget | Vacation Cash Out | 1.00 | 2,879.00 | 2,879.00 | | | | | |
| | Initial Dept Head Budget | Sick Time Cash Out | 1.00 | 3,454.00 | 3,454.00 | | | | | |
| | Initial Dept Head Budget | Assessment Technician | 1.00 | 43,491.00 | 43,491.00 | | | | | |
| | Initial Dept Head Budget | Asst. Assessor | 1.00 | 64,818.00 | 64,818.00 | | | | | |
| | Initial Dept Head Budget | Assessor | 1.00 | 84,870.00 | 84,870.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 201,877.00 | | | | | |
| 4120-000 | Part-time Salaries | | 25,979.00 | 21,747.85 | 22,221.00 | 23,224.00 | 23,224.00 | 0.00 | 1,003.00 | 23,224.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Secretary-Receptionist | 1.00 | 23,224.00 | 23,224.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 23,224.00 | | | | | |
| 4140-000 | Overtime Salaries | | 3,459.00 | 0.00 | 3,459.00 | 3,459.00 | 3,459.00 | 0.00 | - | 3,459.00 |
| 4210-000 | Health Ins Benefits | | 66,616.00 | 60,431.69 | 66,500.00 | 51,514.00 | 51,514.00 | 0.00 | (14,986.00) | 51,514.00 |
| 4215-000 | Life Ins Benefits | | 3,459.00 | 3,125.54 | 4,268.00 | 4,014.00 | 4,014.00 | 0.00 | (254.00) | 4,014.00 |
| 4219-000 | Dental Ins Benefits | | 3,933.00 | 3,246.28 | 3,144.00 | 2,641.00 | 2,641.00 | 0.00 | (503.00) | 2,641.00 |
| 4220-000 | FICA Benefits | | 15,694.00 | 14,525.32 | 16,420.00 | 14,171.00 | 14,171.00 | 0.00 | (2,249.00) | 14,171.00 |
| 4225-000 | Medicare Benefits | | 3,670.00 | 3,397.02 | 3,840.00 | 3,314.00 | 3,314.00 | 0.00 | (526.00) | 3,314.00 |
| 4230-000 | Retirement Benefits | | 25,372.00 | 26,491.86 | 27,140.00 | 23,367.00 | 23,367.00 | 0.00 | (3,773.00) | 23,367.00 |
| 4260-000 | Workers' comp Benefits | | 5,184.00 | 4,607.00 | 4,898.00 | 5,017.00 | 5,017.00 | 0.00 | 119.00 | 5,017.00 |
| 4330-000 | MGMT services Services | | 9,130.00 | 9,855.15 | 9,240.00 | 9,240.00 | 9,240.00 | 0.00 | - | 9,240.00 |
| 4341-000 | Telephone Services | | 1,000.00 | 1,001.55 | 1,100.00 | 1,100.00 | 1,100.00 | 0.00 | - | 1,100.00 |
| 4490-000 | Clothing allowance Services | | 160.00 | 0.00 | 160.00 | 160.00 | 160.00 | 0.00 | - | 160.00 |
| 4550-000 | Printing Services | | 1,500.00 | 708.85 | 1,500.00 | 750.00 | 750.00 | 0.00 | (750.00) | 1,500.00 |
| 4560-000 | Dues & subs Services | | 500.00 | 540.00 | 490.00 | 490.00 | 490.00 | 0.00 | - | 490.00 |
| 4570-000 | Sem & workshops Services | | 2,300.00 | 2,005.70 | 2,300.00 | 3,300.00 | 3,300.00 | 0.00 | 1,000.00 | 2,300.00 |
| 4575-000 | Travel & mileage Services | | 500.00 | 499.37 | 300.00 | 300.00 | 300.00 | 0.00 | - | 300.00 |
| 4620-000 | Office supplies Supplies | | 435.00 | 301.36 | 435.00 | 435.00 | 435.00 | 0.00 | - | 435.00 |
| 4625-000 | Postage Supplies | | 1,500.00 | 743.44 | 1,500.00 | 1,250.00 | 1,250.00 | 0.00 | (250.00) | 1,500.00 |
| 4630-000 | Maint & repairs Supplies | | 100.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 | - | 100.00 |
| Division | **00 - Non-Divisional** Totals | | 394,176.00 | 370,274.65 | 408,190.00 | 349,723.00 | 349,723.00 | 0.00 | (58,467.00) | 349,723.00 |
| Department | **09 - Assessing** Totals | | 394,176.00 | 370,274.65 | 408,190.00 | 349,723.00 | 349,723.00 | 0.00 | (58,467.00) | 349,723.00 |

# GENERAL GOVERNMENT

## Division: Information Technology

### Mission Statement:

To provide the latest technology to all staff giving them the tools required to perform complicated tasks, share common information to all customers, automate many of the tasks currently performed manually and provide adequate training to use the tools in a friendly environment

### Major Services/Responsibilities:

Purchase all computer hardware, software used by employees.
Provide adequate training to all employees.
Keep up to date information of the latest technologies.
Provide technical solutions to end user problems and requests.
Review all service contracts relating to computer systems.
Promote and facilitate the effective integration of technology into the basic mission of the Town through planning, programming, training, consulting, and other support activities.
Maintaining all computer hardware, software and communication systems purchased by the Town.

### Key Fiscal Year Objectives:

Manage the continued Town Wide software implementation.
Assist in the update of the Town website.
Manage the Town's messaging backbone.
Provide efficient technological support to all town departments.
Evaluate and Upgrade Network Infrastructure as needed.
Evaluate and Reduce Energy Consumption by consolidation and virtualization.

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | Transaction | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **10 - Information Technology** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4330-000 | MGMT services Services | | 183,400.00 | 181,064.67 | 180,600.00 | 185,700.00 | 185,700.00 | 0.00 | 5,100.00 | 185,700.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Faircom (Library) | 1.00 | 1,300.00 | 1,300.00 | | | | | |
| | Initial Dept Head Budget | Barracuda | 1.00 | 1,300.00 | 1,300.00 | | | | | |
| | Initial Dept Head Budget | AVG | 1.00 | 2,300.00 | 2,300.00 | | | | | |
| | Initial Dept Head Budget | Smart Phones | 12.00 | 200.00 | 2,400.00 | | | | | |
| | Initial Dept Head Budget | Assess Pro (Assessing) | 1.00 | 2,900.00 | 2,900.00 | | | | | |
| | Initial Dept Head Budget | VTH (Website) | 1.00 | 3,300.00 | 3,300.00 | | | | | |
| | Initial Dept Head Budget | Sonicwalls | 1.00 | 3,900.00 | 3,900.00 | | | | | |
| | Initial Dept Head Budget | APPGEO (Planning) | 1.00 | 4,800.00 | 4,800.00 | | | | | |
| | Initial Dept Head Budget | Avitar | 1.00 | 5,600.00 | 5,600.00 | | | | | |
| | Initial Dept Head Budget | SPOTS (Police) | 1.00 | 6,800.00 | 6,800.00 | | | | | |
| | Initial Dept Head Budget | Encode (Planning) | 1.00 | 7,600.00 | 7,600.00 | | | | | |
| | Initial Dept Head Budget | ESRI (Planning) | 1.00 | 9,400.00 | 9,400.00 | | | | | |
| | Initial Dept Head Budget | Datto Backup | 1.00 | 9,600.00 | 9,600.00 | | | | | |
| | Initial Dept Head Budget | Patriot (Assessing) | 1.00 | 9,800.00 | 9,800.00 | | | | | |
| | Initial Dept Head Budget | Internet Access | 12.00 | 900.00 | 10,800.00 | | | | | |
| | Initial Dept Head Budget | Clerkworks (Town Clerk) | 1.00 | 13,700.00 | 13,700.00 | | | | | |
| | Initial Dept Head Budget | IMC (Police) | 1.00 | 16,900.00 | 16,900.00 | | | | | |
| | Initial Dept Head Budget | Red Alert (Fire) | 1.00 | 17,300.00 | 17,300.00 | | | | | |
| | Initial Dept Head Budget | New World | 1.00 | 56,000.00 | 56,000.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 185,700.00 | | | | | |
| 4332-000 | Contracted services Services | | 120,540.00 | 119,349.96 | 120,540.00 | 120,540.00 | 120,540.00 | 0.00 | - | 120,540.00 |
| 4341-000 | Telephone Services | | 1,500.00 | 1,205.22 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | - | 1,500.00 |
| 4430-000 | Repairs & maint Service | | 6,500.00 | 9.00 | 1,300.00 | 1,300.00 | 1,300.00 | 0.00 | - | 1,300.00 |
| 4560-000 | Dues & subs Services | | 500.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4570-000 | Sem & workshops Services | | 3,000.00 | 0.00 | 1,220.00 | 1,220.00 | 1,220.00 | 0.00 | - | 1,220.00 |
| 4610-000 | General expenses Supplies | | 33,000.00 | 30,779.40 | 33,000.00 | 33,000.00 | 33,000.00 | 0.00 | - | 33,000.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Computer Supplies | 1.00 | 4,000.00 | 4,000.00 | | | | | |
| | Initial Dept Head Budget | GIS Supplies | 1.00 | 4,000.00 | 4,000.00 | | | | | |
| | Initial Dept Head Budget | Toner | 1.00 | 7,000.00 | 7,000.00 | | | | | |
| | Initial Dept Head Budget | Paper | 1.00 | 18,000.00 | 18,000.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 33,000.00 | | | | | |
| 4620-000 | Office supplies Supplies | | 1,500.00 | 745.47 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4670-000 | Books & periodicals Supplies | | 100.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 | - | 100.00 |
| 4740-000 | Mach & equip Property | | 25,100.00 | 79,047.26 | 35,880.00 | 35,880.00 | 35,880.00 | 0.00 | - | 35,880.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Sonicwall Replacements | 2.00 | 1,300.00 | 2,600.00 | | | | | |
| | Initial Dept Head Budget | Monitor Replacement | 10.00 | 300.00 | 3,000.00 | | | | | |
| | Initial Dept Head Budget | PC Replacements (PD) | 4.00 | 1,050.00 | 4,200.00 | | | | | |
| | Initial Dept Head Budget | MS Office Upgrades | 20.00 | 225.00 | 4,500.00 | | | | | |
| | Initial Dept Head Budget | Network Switch Replacements | 4.00 | 1,195.00 | 4,780.00 | | | | | |
| | Initial Dept Head Budget | PC Replacements (FD) | 6.00 | 1,050.00 | 6,300.00 | | | | | |
| | Initial Dept Head Budget | PC Replacements (TH) | 10.00 | 1,050.00 | 10,500.00 | | | | | |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| | Initial Dept Head Budget Totals | | | 35,880.00 | | | | | |
| 4750-000 | Furniture & fixures Property | 200.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0.00 | - | 200.00 |
| Division | **00 - Non-Divisional** Totals | 375,340.00 | 412,200.98 | 375,340.00 | 380,440.00 | 380,440.00 | 0.00 | 5,100.00 | 380,440.00 |
| Department | **10 - Information Technology** Totals | 375,340.00 | 412,200.98 | 375,340.00 | 380,440.00 | 380,440.00 | 0.00 | 5,100.00 | 380,440.00 |

# GENERAL GOVERNMENT

## Division: Legal

### Mission Statement:

To insure the availability of experienced and competent resources to manage legal research, charter interpretations, legal advice, collective bargaining assistance and represent all departments, Boards and Commissions as required.

### Major Services/Responsibilities:

Represent the town and all departments in District/Superior Court litigation not covered by insurance
Draft Contracts, deeds, leases, etc.
Handle legal research, advice the Council of updated legislation
Assist staff with collective bargaining process

### Key Fiscal Year Objectives:

Represent, assist and protect the town in all legal matters.

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **12 - Legal** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4320-000 | Legal general Services | 165,000.00 | 170,296.80 | 165,000.00 | 165,000.00 | 165,000.00 | 0.00 | - | 165,000.00 |
| 4322-000 | Collective bargaining Services | 9,500.00 | 500.00 | 9,500.00 | 9,500.00 | 9,500.00 | 0.00 | - | 9,500.00 |
| Division | **00 - Non-Divisional** Totals | 174,500.00 | 170,796.80 | 174,500.00 | 174,500.00 | 174,500.00 | 0.00 | - | 174,500.00 |
| Department | **12 - Legal** Totals | 174,500.00 | 170,796.80 | 174,500.00 | 174,500.00 | 174,500.00 | 0.00 | - | 174,500.00 |

# GENERAL GOVERNMENT

## Division: Misc. General Government

### Mission Statement:

To manage funds for programs and responsibilities not directly attributable to any one department.

### Major Services/Responsibilities:

Account for Custodial services to the Town Offices
Account for general Town Office building services and related expenses
Assist in setting up the Old Home Day Celebration
Account for utilities, fuels and other commodities

### Key Fiscal Year Objectives:

Maintain town office space
Coordinate maintenance and improvements for all town buildings and properties
Manage town office vehicle fleet
Insures efficient use of resources through competitive bidding process
Secure agreements for commodities to insure competitive market pricing

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **15 - General Government** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4330-000 | MGMT services Services | 57,695.00 | 27,832.40 | 57,695.00 | 50,000.00 | 50,000.00 | 0.00 | (7,695.00) | 57,695.00 |
| 4341-000 | Telephone Services | 4,800.00 | 3,961.04 | 3,000.00 | 4,000.00 | 4,000.00 | 0.00 | 1,000.00 | 3,000.00 |
| 4360-000 | Custodial Services | 26,000.00 | 24,960.00 | 26,800.00 | 32,000.00 | 32,000.00 | 0.00 | 5,200.00 | 26,800.00 |
| 4410-000 | Electric Services | 41,500.00 | 35,365.98 | 41,500.00 | 44,000.00 | 44,000.00 | 0.00 | 2,500.00 | 41,500.00 |
| 4411-000 | Heat & oil Services | 11,000.00 | 8,907.02 | 11,000.00 | 9,500.00 | 9,500.00 | 0.00 | (1,500.00) | 11,000.00 |
| 4412-000 | Water Services | 7,000.00 | 5,786.88 | 7,000.00 | 8,000.00 | 8,000.00 | 0.00 | 1,000.00 | 7,000.00 |
| 4430-000 | Repairs & maint Service | 35,000.00 | 46,176.03 | 35,000.00 | 35,000.00 | 35,000.00 | 0.00 | - | 35,000.00 |
| 4440-000 | Rental and leases Services | 38,095.00 | 29,482.16 | 36,095.00 | 35,000.00 | 35,000.00 | 0.00 | (1,095.00) | 36,095.00 |
| 4491-000 | Town common exp Services | 2,500.00 | 7,883.63 | 2,500.00 | 5,000.00 | 5,000.00 | 0.00 | 2,500.00 | 2,500.00 |
| 4610-000 | General expenses Supplies | 5,500.00 | 6,077.24 | 6,500.00 | 7,500.00 | 7,500.00 | 0.00 | 1,000.00 | 6,500.00 |
| 4630-000 | Maint & repairs Supplies | 12,300.00 | 62,228.66 | 18,300.00 | 30,000.00 | 30,000.00 | 0.00 | 11,700.00 | 18,300.00 |
| 4635-000 | Gasoline Supplies | 221,900.00 | 118,227.40 | 216,900.00 | 198,290.00 | 198,290.00 | 0.00 | (18,610.00) | 216,900.00 |
| 4660-000 | Vehicle repairs Supplies | 2,400.00 | 5,010.34 | 3,400.00 | 4,400.00 | 4,400.00 | 0.00 | 1,000.00 | 3,400.00 |
| 4868-000 | Regional trans initiative Other | 26,397.00 | 25,828.00 | 26,397.00 | 26,397.00 | 26,397.00 | 0.00 | - | 26,397.00 |
| Division | **00 - Non-Divisional** Totals | 492,087.00 | 407,726.78 | 492,087.00 | 489,087.00 | 489,087.00 | 0.00 | (3,000.00) | 492,087.00 |
| Division | **42 - Cultural Activities** | | | | | | | | |
| 4850-000 | Old home day Other | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 5,150.00 | 0.00 | - | 5,150.00 |
| 4860-000 | Morrison house Other | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 0.00 | - | 7,500.00 |
| 4861-000 | Heritage comm exp Other | 827.00 | 0.00 | 827.00 | 827.00 | 827.00 | 0.00 | - | 827.00 |
| 4864-000 | Cultural affairs cmte Other | 950.00 | 950.00 | 950.00 | 950.00 | 950.00 | 0.00 | - | 950.00 |
| ion | **42 - Cultural Activities** Totals | 14,427.00 | 13,600.00 | 14,427.00 | 14,427.00 | 14,427.00 | 0.00 | - | 14,427.00 |
| D nent | **15 - General Government** Totals | 506,514.00 | 421,326.78 | 506,514.00 | 503,514.00 | 503,514.00 | 0.00 | (3,000.00) | 506,514.00 |

# OTHER

## Division: Cemetery Management

### Mission Statement:

To manage the Town's eight cemeteries (historical and currently in use) listed below.

- Glenwood and Pleasantview located on Mammoth Road
- Kendall Cemetery located on Kendall Pond Road
- Pinkerton, Pillsbury Phase 1, Pillsbury Phase II located on Hovey Road
- Sunnyside Cemetery located on Litchfield Road
- Towne Cemetery located on John Street
- Valley Cemetery located on Pillsbury Road

### Major Services/Responsibilities:

1. Provide maintenance and other upkeep as necessary to the Town's eight cemeteries
2. Coordinate plot sales and burial services with the various local and out of state funeral homes
3. Creation of, and along with the adoption of an investment policy which is to be reviewed and confirmed on an annual basis
4. Maintain the Cemetery Trust Fund
5. Creation of, and balancing of, the required MS-9 and MS-10 financial documents

### Key Fiscal Year Objectives:

1. Provide maintenance and other upkeep as necessary to the Town's eight cemeteries
2. Coordinate plot sales and burial services with the various local and out of state funeral homes
3. Maintain the Cemetery Trust Fund per adopted investment policy
4. Per RSA submit on annual bases the balanced MS-9 and MS-10 to the Department of Revenue and the Office of the Attorney General
5. Managing the create of a new cemetery using the donated 3 acre parcel next to the existing Pillsbury Phase 1 and 2 cemetery on Hovey Road

### Performance Measures:

| Description | Actual | | | | Projected |
|---|---|---|---|---|---|
| | FY-13/14 | FY-15/16 | FY-16/17 | FY-17/18 | FY-19/20 |
| Cemeteries Managed | 8 | 8 | 8 | 8 | 9 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **16 - Cemetery** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4630-000 | Maint & repairs Supplies | 32,974.00 | 36,558.70 | 35,000.00 | 38,000.00 | 38,000.00 | 0.00 | 3,000.00 | 35,000.00 |
| Division | **00 - Non-Divisional** Totals | 32,974.00 | 36,558.70 | 35,000.00 | 38,000.00 | 38,000.00 | 0.00 | 3,000.00 | 35,000.00 |
| Department | **16 - Cemetery** Totals | 32,974.00 | 36,558.70 | 35,000.00 | 38,000.00 | 38,000.00 | 0.00 | 3,000.00 | 35,000.00 |

# OTHER

## Division: Municipal Insurance

### Mission Statement:

To protect the Town's interests in real and personal property, indemnification of staff, elected officials and volunteers.

### Major Services/Responsibilities:

Provide insurance coverage and legal defense to the town
Manage Town's interest in cooperative insurance pools
Offer training and management courses and policy to the Town's personnel on safety issues.

### Key Fiscal Year Objectives:

To provide additional safety mgmt courses to all town employees and update/maintain adequate levels of insurance coverage for the town's assets

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **17 - Insurance** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4250-000 | Unemployment ins Benefits | 19,000.00 | 3,654.69 | 13,000.00 | 11,000.00 | 11,000.00 | 0.00 | (2,000.00) | 11,000.00 |
| 4520-000 | Property ins Services | 225,652.00 | 173,924.15 | 187,840.00 | 202,792.00 | 202,792.00 | 0.00 | 14,952.00 | 202,792.00 |
| 4521-000 | Ins deductible Services | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| Division | **00 - Non-Divisional** Totals | 244,652.00 | 177,578.84 | 205,840.00 | 218,792.00 | 218,792.00 | 0.00 | 12,952.00 | 218,792.00 |
| Department | **17 - Insurance** Totals | 244,652.00 | 177,578.84 | 205,840.00 | 218,792.00 | 218,792.00 | 0.00 | 12,952.00 | 218,792.00 |

# GENERAL GOVERNMENT

## Division: Conservation Commission

### Mission Statement:

Established under RSA 36-A to study, promote, and develop for better use the natural resources of the Town of Londonderry.

### Major Services/Responsibilities:

Review Dredge & Fill applications for the NHDES Wetlands Bureau; support Planning Board goals with DRC review and recommendations for Conditional Use Permits; work to preserve the community's orchards and open spaces; provide educational information about our natural resources to the community; manage the Town's working forests & conservation lands, as well as monitor all conservation easements.

### Key Fiscal Year Objectives:

Continue the Open Space and Orchard Preservation program

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **18 - Conservation** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4690-000 | Other misc Supplies | 3,300.00 | 3,118.16 | 3,300.00 | 3,350.00 | 3,350.00 | 0.00 | 50.00 | 3,350.00 |
| Division | **00 - Non-Divisional** Totals | 3,300.00 | 3,118.16 | 3,300.00 | 3,350.00 | 3,350.00 | 0.00 | 50.00 | 3,350.00 |
| Department | **18 - Conservation** Totals | 3,300.00 | 3,118.16 | 3,300.00 | 3,350.00 | 3,350.00 | 0.00 | 50.00 | 3,350.00 |

# POLICE

## Police Department Summary

### Mission Statement:

To improve the quality of life in our community by working as partners with our citizens to protect life and liberty, maintain order, reduce crime and the fear of crime and regulate traffic. We will strive at all times to establish relationships of trust with those in our community by demanding of ourselves high levels of truthfulness, honor and responsibility.

### Major Services/Responsibilities:

Administration & Services
Operations, to include handling over 50,000 emergency calls to the Police Department, including self-initiated response by police officers
Limited Animal Control: *Per FY12 Council Directives (remains a limited function for FY18; 1 PT position at 16 hours per week)*
Coordinating Intra/Inter-Departmental resources
Prosecution of criminal offenders in the Derry District Court
Coordination with the Rockingham County Attorney's Office and the NH Attorney General's Office

### Key Fiscal Year Objectives:

Maintain Professional Police Services with the resources allocated by the community

Continue to foster effective community relations

### Performance Measures:

| Description | Actual | | Projected | | |
|---|---|---|---|---|---|
| | *FY 14* | *FY15* | *FY16 est.* | *FY17 est.* | *FY18 est.* |
| Crimes Reported | 2,625 | 2,477 | 2,650 | 2,900 | 3150+ |
| Training Hours (per EE) | 48 | 53 | 55 | 55 | 60 |
| Traffic Accidents Reported | 993 | 1,003 | 1,075 | 1,150 | 1,250 |

# POLICE

## Administration

### Mission Statement:

To provide administrative services to the Police Department that is consistent with the goals and objectives of the overall departmental mission.

### Major Services/Responsibilities:

Staffing
Budgeting
Organizing resources
Managing and directing department operations
Prosecution of criminal offenders in the Derry District Court
Coordinating intra/inter-departmental resources
Short and long range planning
Coordination with the offices of the Rockingham County Attorney and the NH Atty. General
On-going liaison with Manchester Boston Regional Airport

### Key Fiscal Year Objectives:

The Londonderry Police Department is entrusted to provide twenty-four hours - seven days a week, protection and services to the community. The Administrative funding requested support this service through the administration of personnel and the coordination of Law Enforcement efforts with the Attorney General's Office, County Attorney's Office and both State and Local Law Enforcement agencies.

### Performance Measures:

| Description | Actual | | Projected | | |
|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2017 | 2018 |
| Review all written directives | Continual | Continual | Continual | Continual | Continual |
| ~~Accreditation~~ | No Longer a Function | | Not Applicable | Not Applicable | Not Applicable |
| Managment Airport Division | Continual | Continual | Continual | Continual | Continual |

# POLICE

## Division: Operations

### Mission Statement:

To continue to provide services to the Community in a manner that is consistent with the overall departmental mission. To be responsive to the needs of the community with a high level of quality responses to emergency needs, traffic safety, pedestrian safety, and directed patrols within the community.

### Major Services/Responsibilities:

Criminal investigations
Traffic accident investigations
Traffic safety and enforcement
Animal control
Pedestrian safety
Special events and special duty detail management
Responses to emergency and routine police patrol service requests
Preventative/pro-active patrols
Traffic management
Special Operations Unit (SNHSOU)

### Key Fiscal Year Objectives:

The continued prompt and effective response to the law enforcement needs of the community while operating in as fiscally prudent a manner as possible.

Stabilization in the number of reported crimes and traffic accidents given the increase in traffic and development.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | *FY14* | *FY15* | *FY16 est.* | *FY17 est.* | *FY18 est.* |
| Incidents Dispatched | 23,876 | 25,298 | 26,000 | 27,500 | 29,000 |
| Crimes Reported | 2,625 | 2,477 | 2,650 | 2,775 | 3,000 |
| Traffic Accidents Reported | 993 | 1,003 | 1,050 | 1,100 | 1,225 |

# POLICE

## Division: Support

### Mission Statement:

To provide support and informational services to the field operations elements of the department and provide a policy facility that compliments those services consistent with the overall department mission.

### Major Services/Responsibilities:

Records management
Training
IT System
Personnel management
Internal affairs
Staff inspections
Property and evidence management
Fiscal management and reporting
Budget document preparation
Telecommunications
Equipment/supply procurement and maintenance

### Key Fiscal Year Objectives:

The Services Division continuously reviews Departmental Policies & Procedures.

The Services Division is committed to Community Policing as a philosophy, and as a practice where resources allow.

### Performance Measures:

| Description | Actual | | Projected | | |
|---|---|---|---|---|---|
| | *FY14* | *FY15* | *FY16 est.* | *FY17 est.* | *FY18 est.* |
| | | | | | |
| Training Hours (per employee) | 48 | 53 | 55 | 55 | 60 |

# POLICE

## Bureau: Animal Control, Operations Division

### Mission Statement:

To provide animal control services to the Town of Londonderry that protect the community and are consistent with the provisions of the Town Ordinance and the goals and objectives of the overall departmental mission while operating within the constraints of limited hours and manpower.

### Major Services/Responsibilities:

1. Enforcement of New Hampshire RSA 466.
2. Apprehension of any dog found running at large without a collar and valid license tag.
3. Provide a suitable place of confinement for impounded dogs.
4. Provide written notice of impoundment where the name and address of the dog's owner is known.
5. Collect fees for violation of Town Ordinances related to animal control.
6. Coordinate with the Prosecutor in the prosecution of violations.

### Key Fiscal Year Objectives:

Under the current budget proposal, developed to meet the Council directive, this program was reduced to sixteen hours (16) a week on July 1, 2011. This figure of sixteen hours (16) shall remain the same during FY16, and is projected as being the same for FY17 and the foreseeable future. This is the lowest allocation of financial resources to the Animal Control function in southern New Hampshire & inadequate to a community the size of Londonderry. The use of patrol officers to complete this function inherently reduces the police service to the community.

### Performance Measures:

| | 2014 | 2015 | Est. 2016 | Est. 2017 | Est. 2018 |
|---|---|---|---|---|---|
| Calls Responded To | 442 | 447 | 450 | 475 | 500 |

Note: The FY14 and FY15 figures include responses by patrol personnel as the ACO only works 16 Hours a week

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **20 - Police** | | | | | | | | | |
| Division | **01 - Administration** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 843,715.00 | 912,451.40 | 886,109.00 | 979,818.00 | 979,818.00 | 0.00 | 93,709.00 | 979,818.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LEEA/LAEA Sick Cash Out | 1.00 | 11,950.00 | 11,950.00 | | | | | |
| | Initial Dept Head Budget | LEEA/LAEA Vacation Cash Out | 1.00 | 13,172.00 | 13,172.00 | | | | | |
| | Initial Dept Head Budget | LEEA/LAEA Admin Time | 1.00 | 17,211.00 | 17,211.00 | | | | | |
| | Initial Dept Head Budget | Administrative Secretary | 1.00 | 46,478.00 | 46,478.00 | | | | | |
| | Initial Dept Head Budget | Executive Secretary | 1.00 | 52,527.00 | 52,527.00 | | | | | |
| | Initial Dept Head Budget | Prosecutor | 1.00 | 84,588.00 | 84,588.00 | | | | | |
| | Initial Dept Head Budget | Leiutenant (open position) | 1.00 | 87,311.00 | 87,311.00 | | | | | |
| | Initial Dept Head Budget | Chief | 1.00 | 121,699.00 | 121,699.00 | | | | | |
| | Initial Dept Head Budget | Captain | 2.00 | 98,319.00 | 196,638.00 | | | | | |
| | Initial Dept Head Budget | Lieutenant | 4.00 | 87,061.00 | 348,244.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 979,818.00 | | | | | |
| 4120-000 | Part-time Salaries | | 0.00 | 5,742.40 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4140-000 | Overtime Salaries | | 67,705.00 | 27,874.22 | 33,500.00 | 28,304.00 | 28,304.00 | 0.00 | (5,196.00) | 28,304.00 |
| 4150-000 | Replacement coverage - Salaries | | 10,000.00 | 27,842.47 | 33,500.00 | 28,304.00 | 28,304.00 | 0.00 | (5,196.00) | 28,304.00 |
| 4210-000 | Health Ins Benefits | | 188,941.00 | 247,948.38 | 227,288.00 | 264,439.00 | 264,439.00 | 0.00 | 37,151.00 | 264,439.00 |
| 4215-000 | Life Ins Benefits | | 11,888.00 | 4,131.53 | 14,799.00 | 15,560.00 | 15,560.00 | 0.00 | 761.00 | 15,560.00 |
| 4219-000 | Dental Ins Benefits | | 14,586.00 | 17,214.41 | 15,505.00 | 14,716.00 | 14,716.00 | 0.00 | (789.00) | 14,716.00 |
| 4220-00 | FICA Benefits | | 11,502.00 | 11,614.08 | 11,383.00 | 11,383.00 | 11,383.00 | 0.00 | - | 11,383.00 |
| 4225-00 | Medicare Benefits | | 11,975.00 | 12,212.33 | 12,362.00 | 13,570.00 | 13,570.00 | 0.00 | 1,208.00 | 13,570.00 |
| 4230-00 | Retirement Benefits | | 214,853.00 | 229,124.76 | 223,505.00 | 271,881.00 | 271,881.00 | 0.00 | 48,376.00 | 271,881.00 |
| 4240-000 | Tuition reimbursement Benefits | | 35,000.00 | 59,370.00 | 60,000.00 | 60,000.00 | 60,000.00 | 0.00 | - | 60,000.00 |
| 4260-000 | Workers' comp Benefits | | 17,608.00 | 15,649.45 | 16,637.00 | 17,040.00 | 17,040.00 | 0.00 | 403.00 | 17,040.00 |
| 4330-000 | MGMT services Services | | 3,500.00 | 11,268.72 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4341-000 | Telephone Services | | 40,900.00 | 66,376.19 | 40,900.00 | 40,900.00 | 40,900.00 | 0.00 | - | 40,900.00 |
| 4350-000 | Medical services Services | | 1,000.00 | 1,704.30 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4440-000 | Rental and leases Services | | 12,500.00 | 8,395.68 | 9,000.00 | 9,000.00 | 9,000.00 | 0.00 | - | 9,000.00 |
| 4550-000 | Printing Services | | 2,250.00 | 5,022.25 | 2,250.00 | 2,250.00 | 2,250.00 | 0.00 | - | 2,250.00 |
| 4560-000 | Dues & subs Services | | 8,292.00 | 13,880.00 | 15,680.00 | 15,680.00 | 15,680.00 | 0.00 | - | 15,680.00 |
| 4570-000 | Sem & workshops Services | | 5,000.00 | 3,672.02 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4610-000 | General expenses Supplies | | 8,000.00 | 21,349.09 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | - | 10,000.00 |
| 4620-000 | Office supplies Supplies | | 12,000.00 | 18,564.66 | 13,500.00 | 13,500.00 | 13,500.00 | 0.00 | - | 13,500.00 |
| 4625-000 | Postage Supplies | | 3,500.00 | 3,392.55 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4680-000 | Dept. expense Supplies | | 5,000.00 | 16,448.68 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4740-000 | Mach & equip Property | | 0.00 | 1,326.90 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4750-000 | Furniture & fixures Property | | 0.00 | 918.92 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Division | **01 - Administration** Totals | | 1,529,715.00 | 1,743,495.39 | 1,637,918.00 | 1,808,345.00 | 1,808,345.00 | 0.00 | 170,427.00 | 1,808,345.00 |
| Division | **02 - Station** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 51,569.00 | 51,959.84 | 52,342.00 | 53,118.00 | 53,118.00 | 0.00 | 776.00 | 53,118.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Maintenance | 1.00 | 53,118.00 | 53,118.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 53,118.00 | | | | | |
| 4120-000 | Part-time Salaries | | 2,756.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4140-000 | Overtime Salaries | | 8,735.00 | 9,017.42 | 8,735.00 | 6,290.00 | 6,290.00 | 0.00 | (2,445.00) | 6,290.00 |
| 4210-000 | Health Ins Benefits | | 9,943.00 | 9,946.04 | 11,709.00 | 9,568.00 | 9,568.00 | 0.00 | (2,141.00) | 9,568.00 |
| 4215-000 | Life Ins Benefits | | 772.00 | 876.63 | 1,156.00 | 1,092.00 | 1,092.00 | 0.00 | (64.00) | 1,092.00 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| 4219-000 | Dental Ins Benefits | 545.00 | 544.96 | 545.00 | 545.00 | 545.00 | 0.00 | - | 545.00 |
| 4220-000 | FICA Benefits | 3,910.00 | 3,744.31 | 3,787.00 | 3,683.00 | 3,683.00 | 0.00 | (104.00) | 3,683.00 |
| 4225-000 | Medicare Benefits | 914.00 | 875.69 | 886.00 | 861.00 | 861.00 | 0.00 | (25.00) | 861.00 |
| 4230-000 | Retirement Benefits | 6,736.00 | 6,911.00 | 6,822.00 | 6,761.00 | 6,761.00 | 0.00 | (61.00) | 6,761.00 |
| 4260-000 | Workers' comp Benefits | 2,001.00 | 1,778.96 | 1,891.00 | 1,937.00 | 1,937.00 | 0.00 | 46.00 | 1,937.00 |
| 4290-000 | Uniforms & cleaning Benefits | 400.00 | 2,058.95 | 400.00 | 400.00 | 400.00 | 0.00 | - | 400.00 |
| 4360-000 | Custodial Services | 0.00 | 0.00 | 2,756.00 | 2,756.00 | 2,756.00 | 0.00 | - | 2,756.00 |
| 4410-000 | Electric Services | 77,000.00 | 57,454.93 | 54,000.00 | 54,000.00 | 54,000.00 | 0.00 | - | 54,000.00 |
| 4411-000 | Heat & oil Services | 27,500.00 | 42,910.76 | 45,000.00 | 45,000.00 | 45,000.00 | 0.00 | - | 45,000.00 |
| 4412-000 | Water Services | 6,200.00 | 5,010.30 | 5,200.00 | 5,200.00 | 5,200.00 | 0.00 | - | 5,200.00 |
| 4630-000 | Maint & repairs Supplies | 35,000.00 | 68,785.63 | 45,000.00 | 45,000.00 | 45,000.00 | 0.00 | - | 45,000.00 |
| Division | **02 - Station** Totals | 233,981.00 | 261,875.42 | 240,229.00 | 236,211.00 | 236,211.00 | 0.00 | (4,018.00) | 236,211.00 |
| Division | **11 - Uniformed Officer Division** | | | | | | | | |
| 4110-000 | Regular Salaries | 3,001,665.00 | 2,724,564.57 | 2,568,998.00 | 2,384,536.00 | 2,384,536.00 | 0.00 | (184,462.00) | 2,384,536.00 |

Budget Transactions

| *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* |
|---|---|---|---|---|
| Initial Dept Head Budget | 3657 Sick Cash Out | 1.00 | 5,166.00 | 5,166.00 |
| Initial Dept Head Budget | 3657 Vacation Cash Out | 1.00 | 6,199.00 | 6,199.00 |
| Initial Dept Head Budget | Shirft Differential / FTO costs | 1.00 | 50,837.00 | 50,837.00 |
| Initial Dept Head Budget | SRO (open position) | 1.00 | 60,083.00 | 60,083.00 |
| Initial Dept Head Budget | SRO | 2.00 | 70,320.00 | 140,640.00 |
| Initial Dept Head Budget | Patrol Officer (open position) | 3.00 | 53,323.00 | 159,969.00 |
| Initial Dept Head Budget | Detective | 4.00 | 71,792.00 | 287,168.00 |
| Initial Dept Head Budget | MPT | 6.00 | 68,899.00 | 413,394.00 |
| Initial Dept Head Budget | Sergeant | 6.00 | 78,786.00 | 472,716.00 |
| Initial Dept Head Budget | Patrol Officer | 12.00 | 65,697.00 | 788,364.00 |
| Initial Dept Head Budget Totals | | | | 2,384,536.00 |

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| 4120-000 | Part-time Salaries | 0.00 | 105.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4140-000 | Overtime Salaries | 245,390.00 | 298,217.46 | 255,390.00 | 283,097.00 | 283,097.00 | 0.00 | 27,707.00 | 283,097.00 |
| 4150-000 | Replacement coverage - Salaries | 226,514.00 | 260,196.03 | 181,514.00 | 201,206.00 | 201,206.00 | 0.00 | 19,692.00 | 201,206.00 |
| 4193-000 | Holiday Salaries | 100,000.00 | 100,913.20 | 89,692.00 | 82,897.00 | 82,897.00 | 0.00 | (6,795.00) | 82,897.00 |
| 4210-000 | Health Ins Benefits | 972,890.00 | 779,169.11 | 858,861.00 | 905,255.00 | 905,255.00 | 0.00 | 46,394.00 | 905,255.00 |
| 4215-000 | Life Ins Benefits | 47,811.00 | 54,497.69 | 45,085.00 | 43,958.00 | 43,958.00 | 0.00 | (1,127.00) | 43,958.00 |
| 4219-000 | Dental Ins Benefits | 67,663.00 | 49,746.16 | 55,460.00 | 55,734.00 | 55,734.00 | 0.00 | 274.00 | 55,734.00 |
| 4220-000 | FICA Benefits | 22,855.00 | 25,702.20 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4225-000 | Medicare Benefits | 51,818.00 | 46,875.07 | 45,567.00 | 42,800.00 | 42,800.00 | 0.00 | (2,767.00) | 42,800.00 |
| 4230-000 | Retirement Benefits | 886,012.00 | 842,363.40 | 828,993.00 | 868,695.00 | 868,695.00 | 0.00 | 39,702.00 | 868,695.00 |
| 4241-000 | Training Benefits | 20,000.00 | 91,257.46 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4260-000 | Workers' comp Benefits | 38,604.00 | 33,228.79 | 35,325.00 | 36,178.00 | 36,178.00 | 0.00 | 853.00 | 36,178.00 |
| 4290-000 | Uniforms & cleaning Benefits | 61,000.00 | 100,616.19 | 90,000.00 | 90,000.00 | 90,000.00 | 0.00 | - | 90,000.00 |
| 4331-000 | Special investigations Services | 3,000.00 | 10,571.02 | 6,500.00 | 6,500.00 | 6,500.00 | 0.00 | - | 6,500.00 |
| 4440-000 | Rental and leases Services | 8,200.00 | 2,250.00 | 5,100.00 | 5,100.00 | 5,100.00 | 0.00 | - | 5,100.00 |
| 4611-000 | K-9 supplies Supplies | 2,500.00 | 2,940.91 | 2,935.00 | 2,935.00 | 2,935.00 | 0.00 | - | 2,935.00 |
| 4660-000 | Vehicle repairs Supplies | 18,600.00 | 35,572.66 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4744-000 | Capital leases Property | 150,000.00 | 153,318.27 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4760-000 | Imp Other than Building Other Property | 4,000.00 | 7,445.78 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Division | **11 - Uniformed Officer Division** Totals | 5,928,522.00 | 5,619,550.97 | 5,069,420.00 | 5,008,891.00 | 5,008,891.00 | 0.00 | (60,529.00) | 5,008,891.00 |
| Division | **12 - Support** | | | | | | | | |
| 4110-000 | Regular Salaries | 354,256.00 | 292,779.03 | 673,930.00 | 803,470.00 | 803,470.00 | 0.00 | 129,540.00 | 803,470.00 |

Budget Transactions

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | Transaction | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | TCO (open position) | 1.00 | 45,437.00 | 45,437.00 | | | | | |
| | Initial Dept Head Budget | MTCO Sup | 1.00 | 64,095.00 | 64,095.00 | | | | | |
| | Initial Dept Head Budget | Patrol Officer | 1.00 | 68,236.00 | 68,236.00 | | | | | |
| | Initial Dept Head Budget | MPT | 1.00 | 71,655.00 | 71,655.00 | | | | | |
| | Initial Dept Head Budget | Sergeant | 1.00 | 78,536.00 | 78,536.00 | | | | | |
| | Initial Dept Head Budget | TCO | 2.00 | 47,183.00 | 94,366.00 | | | | | |
| | Initial Dept Head Budget | MTCO | 3.00 | 53,927.00 | 161,781.00 | | | | | |
| | Initial Dept Head Budget | MRC | 4.00 | 54,841.00 | 219,364.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 803,470.00 | | | | | |
| 4120-000 | Part-time Salaries | | 0.00 | 29,488.86 | 56,841.00 | 56,841.00 | 56,841.00 | 0.00 | - | 56,841.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Records | 1.00 | 27,703.00 | 27,703.00 | | | | | |
| | Initial Dept Head Budget | Crossing Guards | 1.00 | 29,138.00 | 29,138.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 56,841.00 | | | | | |
| 4140-000 | Overtime Salaries | | 7,000.00 | 9,422.23 | 7,000.00 | 10,160.00 | 10,160.00 | 0.00 | 3,160.00 | 10,160.00 |
| 4150-000 | Replacement coverage - Salaries | | 0.00 | 0.00 | 45,000.00 | 65,316.00 | 65,316.00 | 0.00 | 20,316.00 | 65,316.00 |
| 4193-000 | Holiday Salaries | | 0.00 | 0.00 | 14,055.00 | 13,762.00 | 13,762.00 | 0.00 | (293.00) | 13,762.00 |
| 4210-000 | Health Ins Benefits | | 117,946.00 | 120,620.65 | 215,803.00 | 325,290.00 | 325,290.00 | 0.00 | 109,487.00 | 325,290.00 |
| 4215-000 | Life Ins Benefits | | 4,949.00 | 3,254.15 | 12,976.00 | 16,052.00 | 16,052.00 | 0.00 | 3,076.00 | 16,052.00 |
| 4219-000 | Dental Ins Benefits | | 6,819.00 | 6,668.52 | 14,096.00 | 18,562.00 | 18,562.00 | 0.00 | 4,466.00 | 18,562.00 |
| 4220-00 | FICA Benefits | | 17,529.00 | 15,077.18 | 44,534.00 | 45,329.00 | 45,329.00 | 0.00 | 795.00 | 45,329.00 |
| 4225-00 | Medicare Benefits | | 5,238.00 | 4,590.39 | 11,554.00 | 13,768.00 | 13,768.00 | 0.00 | 2,214.00 | 13,768.00 |
| 4230-000 | Retirement Benefits | | 45,771.00 | 45,798.56 | 94,602.00 | 155,290.00 | 155,290.00 | 0.00 | 60,688.00 | 155,290.00 |
| 4241-000 | Training Benefits | | 0.00 | 0.00 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | - | 25,000.00 |
| 4260-000 | Workers' comp Benefits | | 9,671.00 | 8,595.44 | 9,138.00 | 9,359.00 | 9,359.00 | 0.00 | 221.00 | 9,359.00 |
| 4350-000 | Medical services Services | | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4430-000 | Repairs & maint Service | | 0.00 | 0.00 | 36,600.00 | 36,600.00 | 36,600.00 | 0.00 | - | 36,600.00 |
| 4570-000 | Sem & workshops Services | | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4612-000 | Crime prevention Supplies | | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4613-000 | Safety program Supplies | | 0.00 | 1,471.20 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4660-000 | Vehicle repairs Supplies | | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | - | 4,000.00 |
| 4744-000 | Capital leases Property | | 0.00 | 0.00 | 150,000.00 | 165,000.00 | 165,000.00 | 0.00 | 15,000.00 | 165,000.00 |
| Division | **12 - Support** Totals | | 569,179.00 | 537,766.21 | 1,424,629.00 | 1,773,299.00 | 1,773,299.00 | 0.00 | 348,670.00 | 1,773,299.00 |
| Division | **13 - Animal Control** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 0.00 | 130.30 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4120-000 | Part-time Salaries | | 21,682.00 | 23,427.94 | 21,682.00 | 21,682.00 | 21,682.00 | 0.00 | - | 21,682.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Animal Control Officer | 1.00 | 21,682.00 | 21,682.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 21,682.00 | | | | | |
| 4220-000 | FICA Benefits | | 1,344.00 | 1,471.92 | 1,344.00 | 1,344.00 | 1,344.00 | 0.00 | - | 1,344.00 |
| 4225-000 | Medicare Benefits | | 314.00 | 344.24 | 314.00 | 314.00 | 314.00 | 0.00 | - | 314.00 |
| 4260-000 | Workers' comp Benefits | | 387.00 | 343.92 | 366.00 | 374.00 | 374.00 | 0.00 | 8.00 | 374.00 |
| 4440-000 | Rental and leases Services | | 1,000.00 | 2,666.31 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4610-000 | General expenses Supplies | | 400.00 | 49.98 | 200.00 | 200.00 | 200.00 | 0.00 | - | 200.00 |
| Division | **13 - Animal Control** Totals | | 25,127.00 | 28,434.61 | 23,906.00 | 23,914.00 | 23,914.00 | 0.00 | 8.00 | 23,914.00 |
| Department | **20 - Police** Totals | | 8,286,524.00 | 8,191,122.60 | 8,396,102.00 | 8,850,660.00 | 8,850,660.00 | 0.00 | 454,558.00 | 8,850,660.00 |

# FIRE

## Division: Fire Department

### Mission Statement:

To protect the lives and property of the community by strategic resource planning, training and supporting the missions of all divisions. Manage resources for enhancing community survivability from fire, environmental, natural, and manmade emergencies.

### Major Services/Responsibilities:

Administration
Operations
Emergency Medical Services
Fire Prevention/Investigation
Communications
Technical Rescue/Special hazzard Services
Community Relations/Public Education
Emergency Management/Homeland Security

### Key Fiscal Year Objectives:

Continue to maintain efficient & Professional emergency response to the community, while planning for appropriate staffing of emergency vehicles, equipment, and the department facilities.

Work with Town Officials, staff, and, boards and committees to identify the needs for additional staffing and the renovations of the Central Fire Station.

Provide emergency preparedness activities to educate the general population.

### Performance Measures:

| Description | Actual 2013 | Actual 2014 | Actual 2015 | Projected 2016 | Projected 2017 |
|---|---|---|---|---|---|
| Fire Stations | 3 | 3 | 3 | 3 | 3 |
| Personnel - Administration | 2 | 2 | 2 | 2 | 3 |
| Personnel - Fire Prevention FT/PT | 1 | 1 | 1 | 1 | 1 |
| Personnel - Operations | 40 | 40 | 40 | 44 | 45 |
| Personnel - Communications FT/PT | 4/2 | 4/2 | 4/2 | 4/1 | 5/1 |
| Fire Pumpers | 4 | 4 | 4 | 4 | 4 |
| Aerial Tower Truck | 1 | 1 | 1 | 1 | 1 |
| Rescue Truck | 1 | 1 | 1 | 1 | 1 |
| Ambulances | 3 | 3 | 3 | 4 | 4 |
| Speciality vehicles | 1 | 1 | 1 | 1 | 1 |
| Forestry Units | 3 | 3 | 3 | 3 | 3 |
| Tanker | 0 | 0 | 0 | 1 | 1 |
| Ladder | 0 | 0 | 0 | 1 | 1 |

# FIRE

## Division: Administration

### Mission Statement:

To protect the lives and property of the community by strategic resource planning, supporting the missions of other department divisions, with the efficient management of existing resources and enhancing community survivability from fire, environmental, natural and manmade emergencies.

### Major Services/Responsibilities:

Strategic Planning
Emergency Medical Services
Fire Suppression
Hazardous Materials Mitigation
Rescue/Technical
Emergency Management
Identifying and Managing Resource
All hazard mitigation
Community Relations/Ed.
Fire Prevention
Communications
Capital improvement planning
Identifying &Managing Resources
Support for Technical Services
Fire/Arson Investigation
Staffing/resource planning

### Key Fiscal Year Objectives:

Continue to maintain efficient and professional emergency response while planning for the appropriate staffing, emergency vehicles, equipment, and department facilities.

Planning and implementation for department needs and resources with a strategic plan for future development within the community

Continue to provide the necessary resources with proper staffing levels, response times and mitigation of emergencies in a fiscally responsible manner.

### Performance Measures:

| Description | Actual Fy-12/13 | Actual Fy13/14 | Projected Fy14/15 | Projected Fy15/16 | Projected Fy16/17 |
|---|---|---|---|---|---|
| % Follow up Svc Complaints | 100 | 100 | 100 | 100 | 100 |
| Review Opeprational Guides | Continual | Continual | Continual | Continual | Continual |
| Review Administrative Policies | Continual | Continual | Continual | Continual | Continual |
| Provide proper staffing levels | Continual | Continual | Continual | Continual | Continual |
| Complete Fire Station Project | Continual | Continual | Continual | Continual | Continual |

# FIRE

## Division: Operations

### Mission Statement:

To protect life and property of the citizens and business owners of this community through the response and mitigation to all emergencies in a professional and courteous manner.

### Major Services/Responsibilities:

Fire Suppression
Emergency Medical Services
Technical Rescue
Hazardous Materials
All hazard mitigation

### Key Fiscal Year Objectives:

Continue to maintain a high level of training for the response and mitigation to all emergencies; and to respond to the needs of the community and its citizens in a professional and courteous manner. Provide assistance to other department divisions to maintain department emergency vehicles, equipment, and facilities. To be prepared for all natural and manmade disasters and emergencies.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | 2013 | 2014 | 2015 | 2016 | 2017 |
| Emergency Responses | 3039 | 3108 | 3170 | 3233 | 3298 |
| Rescue/EMS Responses | 2100 | 2100 | 2300 | 2400 | 2500 |
| % Personnel Certified - EMT | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified Paramedic | N/A | N/A | 40% | 50% | 50% |
| % Personnel Certified - Firefighter level I | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified - Firefighter level II | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified - Hazmat Awareness | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified - Hazmat DeCon | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified - Hazmat Operations | 100% | 100% | 100% | 100% | 100% |
| % Personnel Certified - Driver/Pump Operator | 100% | 90% | 100% | 100% | 100% |
| % Personnel Certified - Aerial Apparatus | 100% | 90% | 100% | 90% | 95% |
| ARFF (Aircraft Rescue and Firefighting | 90% | 90% | 90% | 90% | 95% |
| Confined Space Rescue | 100% | 100% | 100% | 100% | 95% |

FIRE

**Division: Communications**

## Mission Statement:

The management of efficient and professional communications by receiving and disseminating emergency/non-emergency calls, receiving alarms dispatching emergency vehicles and equipment to calls for service, providing pertinent information to responding apparatus, issuing permits, scheduling of inspections, providing data entry, gathering of statistical information and interaction with the general public.

## Major Services/Responsibilities:

Manages Emergency and Non-Emergency calls for service
Maintain department radio communication equipment
Provide related clerical services.
Data entry and documentation (NFIRS, SARA Title III reports)
24-hour customer service for permits and general information
Scheduling of code inspections

## Key Fiscal Year Objectives:

Continue to maintain professional telephone and radio communications
Begin the upgrading process of communication infrastructure
Provide updated training to new EMD/EFD standards
Continue to update Standard operating guidelines
Provide continuing education relative to dispatch services

## Performance Measures:

| | 2013 | 2014 | 2015 | 2016 | 2017 |
|---|---|---|---|---|---|
| Communications Activity | 23,710 | 24,058 | 24,571 | 25,095 | 25,630 |
| Public Interactions | 5,086 | 5,222 | 5,184 | 5,146 | N/A |
| % Personnel EMD Certified | 83% | 83% | 100% | 100% | N/A |
| % Personnel EFD Certified | N/A | N/A | 50% | 75% | N/A |
| Londonderry Emerg. Calls Disp. | 3039 | 3088 | 3170 | 2,839 | 3,478 |
| Hampstead Emerg. Calls Disp. | N/A | N/A | 1103 | 1172 | 1,340 |
| North Station District Responses | 1067 | 1061 | 1095 | 979 | 1,185 |
| South Station District Responses | 1359 | 1453 | 1469 | 1,135 | 1,504 |
| Central Station District Responses | 613 | 573 | 605 | 514 | 684 |
| Mutual Given | 142 | 155 | 205 | 144 | N/A |
| Mutual Received | 231 | 220 | 156 | 154 | N/A |
| Average Response Time | 6.11 | 6.23 | 6.48 | 6.38 | N/A |
| Avg. Resp Time Engine One | 7.12 | 7.38 | 8.19 | 7.53 | N/A |
| Avg. Resp Time Engine Two | 6.36 | 6.36 | 7.26 | 7.02 | N/A |
| Avg. Resp. Time Engine Three | 6.51 | 6.35 | 6.44 | 7.30 | N/A |
| Avg. Resp Time Medic One | 7.19 | 7.38 | 8.04 | 6.53 | N/A |
| Avg. Resp Time Medic Two | 5.26 | 5.35 | 5.53 | 5.41 | N/A |
| Avg. Resp. Time Medic Three | 5.15 | 5.44 | 6.00 | 7.05 | N/A |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **23 - Fire** | | | | | | | | | |
| Division | **01 - Administration** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 508,163.00 | 506,566.09 | 506,143.00 | 507,269.00 | 507,269.00 | 0.00 | 1,126.00 | 507,269.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Sick Time Cash Out | 1.00 | 1,222.00 | 1,222.00 | | | | | |
| | Initial Dept Head Budget | Vacation Time Cash Out | 1.00 | 2,139.00 | 2,139.00 | | | | | |
| | Initial Dept Head Budget | LEEA/LAEA Admin Time | 1.00 | 9,034.00 | 9,034.00 | | | | | |
| | Initial Dept Head Budget | Executive Secretary | 1.00 | 52,527.00 | 52,527.00 | | | | | |
| | Initial Dept Head Budget | Chief | 1.00 | 115,147.00 | 115,147.00 | | | | | |
| | Initial Dept Head Budget | Battalion Chief | 4.00 | 81,800.00 | 327,200.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 507,269.00 | | | | | |
| 4140-000 | Overtime Salaries | | 6,825.00 | 13,226.33 | 6,825.00 | 6,825.00 | 6,825.00 | 0.00 | - | 6,825.00 |
| 4150-000 | Replacement coverage - Salaries | | 80,000.00 | 82,139.02 | 80,000.00 | 88,369.00 | 88,369.00 | 0.00 | 8,369.00 | 88,369.00 |
| 4193-000 | Holiday Salaries | | 15,943.00 | 13,025.18 | 15,694.00 | 15,741.00 | 15,741.00 | 0.00 | 47.00 | 15,741.00 |
| 4210-000 | Health Ins Benefits | | 129,767.00 | 130,728.52 | 133,883.00 | 147,427.00 | 147,427.00 | 0.00 | 13,544.00 | 147,427.00 |
| 4215-000 | Life Ins Benefits | | 7,222.00 | 3,521.58 | 8,714.00 | 9,037.00 | 9,037.00 | 0.00 | 323.00 | 9,037.00 |
| 4219-000 | Dental Ins Benefits | | 9,318.00 | 8,398.52 | 9,318.00 | 9,318.00 | 9,318.00 | 0.00 | - | 9,318.00 |
| 4220-000 | FICA Benefits | | 3,257.00 | 3,071.71 | 3,257.00 | 3,257.00 | 3,257.00 | 0.00 | - | 3,257.00 |
| 4225-000 | Medicare Benefits | | 8,859.00 | 8,474.78 | 8,826.00 | 8,964.00 | 8,964.00 | 0.00 | 138.00 | 8,964.00 |
| 4230-000 | Retirement Benefits | | 168,698.00 | 169,810.10 | 168,035.00 | 186,372.00 | 186,372.00 | 0.00 | 18,337.00 | 186,372.00 |
| 4241-000 | Training Benefits | | 13,000.00 | 3,291.16 | 13,000.00 | 13,000.00 | 13,000.00 | 0.00 | - | 13,000.00 |
| 4260-00 | Workers' comp Benefits | | 22,875.00 | 20,330.67 | 21,614.00 | 22,138.00 | 22,138.00 | 0.00 | 524.00 | 22,138.00 |
| 4341-00 | Telephone Services | | 22,500.00 | 21,295.51 | 22,500.00 | 25,000.00 | 25,000.00 | 0.00 | 2,500.00 | 25,000.00 |
| 4440-000 | Rental and leases Services | | 3,000.00 | 2,456.65 | 3,500.00 | 3,500.00 | 3,500.00 | 0.00 | - | 3,500.00 |
| 4490-000 | Clothing allowance Services | | 4,500.00 | 4,361.49 | 4,500.00 | 4,500.00 | 4,500.00 | 0.00 | - | 4,500.00 |
| 4530-000 | Public education Services | | 2,500.00 | 631.67 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4531-000 | Safety program Services | | 59,580.00 | 64,419.01 | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | - | 30,000.00 |
| 4550-000 | Printing Services | | 450.00 | 1,292.95 | 450.00 | 450.00 | 450.00 | 0.00 | - | 450.00 |
| 4560-000 | Dues & subs Services | | 300.00 | 359.00 | 300.00 | 300.00 | 300.00 | 0.00 | - | 300.00 |
| 4610-000 | General expenses Supplies | | 2,077.00 | 2,580.28 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4620-000 | Office supplies Supplies | | 3,500.00 | 2,150.82 | 3,500.00 | 3,500.00 | 3,500.00 | 0.00 | - | 3,500.00 |
| 4625-000 | Postage Supplies | | 600.00 | 444.84 | 600.00 | 600.00 | 600.00 | 0.00 | - | 600.00 |
| 4634-000 | Hazardous materials Supplies | | 11,072.00 | 10,335.66 | 11,614.00 | 12,700.00 | 12,700.00 | 0.00 | 1,086.00 | 12,700.00 |
| 4660-000 | Vehicle repairs Supplies | | 80,000.00 | 88,322.30 | 85,000.00 | 85,000.00 | 85,000.00 | 0.00 | - | 85,000.00 |
| 4690-000 | Other misc Supplies | | 5,000.00 | 5,515.12 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4744-000 | Capital leases Property | | 89,990.00 | 57,240.38 | 402,933.00 | 620,966.00 | 620,966.00 | 0.00 | 218,033.00 | 620,966.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Car 2 | 1.00 | 12,306.00 | 12,306.00 | | | | | |
| | Initial Dept Head Budget | Chief's Car and Utility | 1.00 | 13,219.00 | 13,219.00 | | | | | |
| | Initial Dept Head Budget | Command Vehicle | 1.00 | 14,354.00 | 14,354.00 | | | | | |
| | Initial Dept Head Budget | Defibulators | 1.00 | 27,074.00 | 27,074.00 | | | | | |
| | Initial Dept Head Budget | Medic 2 | 1.00 | 31,996.00 | 31,996.00 | | | | | |
| | Initial Dept Head Budget | Medic 1 | 1.00 | 37,788.00 | 37,788.00 | | | | | |
| | Initial Dept Head Budget | Medic 3 | 1.00 | 38,877.00 | 38,877.00 | | | | | |
| | Initial Dept Head Budget | Pierce Tanker | 1.00 | 46,162.00 | 46,162.00 | | | | | |
| | Initial Dept Head Budget | Tower | 1.00 | 61,000.00 | 61,000.00 | | | | | |
| | Initial Dept Head Budget | Pierce Pumper | 1.00 | 61,162.00 | 61,162.00 | | | | | |
| | Initial Dept Head Budget | Engine 1 | 1.00 | 86,145.00 | 86,145.00 | | | | | |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| | Initial Dept Head Budget | Engine 2 | 1.00 | 88,606.00 | 88,606.00 | | | | | |
| | Initial Dept Head Budget | Pierce Aerial | 1.00 | 102,277.00 | 102,277.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 620,966.00 | | | | | |
| 4890-000 | Grant exp Other | | 0.00 | 483.54 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Division | **01 - Administration** Totals | | 1,258,996.00 | 1,224,472.88 | 1,549,706.00 | 1,813,733.00 | 1,813,733.00 | 0.00 | 264,027.00 | 1,813,733.00 |
| Division | **02 - Station** | | | | | | | | | |
| 4410-000 | Electric Services | | 35,000.00 | 36,898.68 | 36,500.00 | 36,500.00 | 36,500.00 | 0.00 | - | 36,500.00 |
| 4411-000 | Heat & oil Services | | 15,000.00 | 10,432.40 | 15,000.00 | 10,000.00 | 10,000.00 | 0.00 | (5,000.00) | 15,000.00 |
| 4412-000 | Water Services | | 4,500.00 | 6,746.00 | 7,000.00 | 6,000.00 | 6,000.00 | 0.00 | (1,000.00) | 7,000.00 |
| 4430-000 | Repairs & maint Service | | 16,500.00 | 18,349.80 | 16,500.00 | 18,500.00 | 18,500.00 | 0.00 | 2,000.00 | 16,500.00 |
| 4610-000 | General expenses Supplies | | 11,500.00 | 6,671.57 | 11,500.00 | 13,500.00 | 13,500.00 | 0.00 | 2,000.00 | 11,500.00 |
| 4740-000 | Mach & equip Property | | 1,000.00 | 738.00 | 2,000.00 | 1,000.00 | 1,000.00 | 0.00 | (1,000.00) | 2,000.00 |
| Division | **02 - Station** Totals | | 83,500.00 | 79,836.45 | 88,500.00 | 85,500.00 | 85,500.00 | 0.00 | (3,000.00) | 88,500.00 |
| Division | **22 - Fire Fighting** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 2,386,162.00 | 2,293,269.72 | 2,460,854.00 | 2,460,672.00 | 2,460,672.00 | 0.00 | (182.00) | 2,460,672.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Vacation Cash Out | 1.00 | 8,085.00 | 8,085.00 | | | | | |
| | Initial Dept Head Budget | Firefighter/Medic (open position) | 2.00 | 44,910.00 | 89,820.00 | | | | | |
| | Initial Dept Head Budget | Lieutenant/Medic | 6.00 | 75,721.00 | 454,326.00 | | | | | |
| | Initial Dept Head Budget | Lieutenant | 7.00 | 68,693.00 | 480,851.00 | | | | | |
| | Initial Dept Head Budget | Firefighter | 11.00 | 52,646.00 | 579,106.00 | | | | | |
| | Initial Dept Head Budget | Firefighter/Medic | 14.00 | 60,606.00 | 848,484.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 2,460,672.00 | | | | | |
| 4120-000 | Part-time Salaries | | 20,000.00 | 8,547.51 | 20,000.00 | 20,000.00 | 20,000.00 | 0.00 | - | 20,000.00 |
| 4140-000 | Overtime Salaries | | 165,383.00 | 42,083.78 | 165,383.00 | 165,383.00 | 165,383.00 | 0.00 | - | 165,383.00 |
| 4150-000 | Replacement coverage - Salaries | | 369,094.00 | 458,116.23 | 369,094.00 | 421,242.00 | 421,242.00 | 0.00 | 52,148.00 | 421,242.00 |
| 4193-000 | Holiday Salaries | | 112,319.00 | 118,202.17 | 121,029.00 | 121,282.00 | 121,282.00 | 0.00 | 253.00 | 121,282.00 |
| 4210-000 | Health Ins Benefits | | 753,235.00 | 686,646.77 | 746,842.00 | 797,632.00 | 797,632.00 | 0.00 | 50,790.00 | 797,632.00 |
| 4215-000 | Life Ins Benefits | | 36,803.00 | 40,623.73 | 42,225.00 | 43,969.00 | 43,969.00 | 0.00 | 1,744.00 | 43,969.00 |
| 4219-000 | Dental Ins Benefits | | 56,115.00 | 50,058.83 | 55,407.00 | 56,197.00 | 56,197.00 | 0.00 | 790.00 | 56,197.00 |
| 4220-000 | FICA Benefits | | 0.00 | 357.32 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4225-000 | Medicare Benefits | | 43,978.00 | 39,831.64 | 45,187.00 | 45,944.00 | 45,944.00 | 0.00 | 757.00 | 45,944.00 |
| 4230-000 | Retirement Benefits | | 884,411.00 | 857,197.77 | 908,727.00 | 1,010,459.00 | 1,010,459.00 | 0.00 | 101,732.00 | 1,010,459.00 |
| 4241-000 | Training Benefits | | 36,000.00 | 22,967.99 | 52,000.00 | 52,000.00 | 52,000.00 | 0.00 | - | 52,000.00 |
| 4260-000 | Workers' comp Benefits | | 131,742.00 | 112,621.59 | 119,727.00 | 122,621.00 | 122,621.00 | 0.00 | 2,894.00 | 122,621.00 |
| 4290-000 | Uniforms & cleaning Benefits | | 20,000.00 | 17,025.30 | 22,000.00 | 22,000.00 | 22,000.00 | 0.00 | - | 22,000.00 |
| 4330-000 | MGMT services Services | | 30,000.00 | 31,165.65 | 30,000.00 | 35,000.00 | 35,000.00 | 0.00 | 5,000.00 | 35,000.00 |
| 4610-000 | General expenses Supplies | | 23,000.00 | 79,855.25 | 23,000.00 | 25,000.00 | 25,000.00 | 0.00 | 2,000.00 | 23,000.00 |
| 4630-000 | Maint & repairs Supplies | | 12,000.00 | 12,253.84 | 12,000.00 | 15,000.00 | 15,000.00 | 0.00 | 3,000.00 | 12,000.00 |
| 4660-000 | Vehicle repairs Supplies | | 14,000.00 | 22,967.13 | 14,000.00 | 14,000.00 | 14,000.00 | 0.00 | - | 14,000.00 |
| 4680-000 | Dept. expense Supplies | | 15,000.00 | 19,032.37 | 15,000.00 | 14,000.00 | 14,000.00 | 0.00 | (1,000.00) | 15,000.00 |
| Division | **22 - Fire Fighting** Totals | | 5,109,242.00 | 4,912,824.59 | 5,222,475.00 | 5,442,401.00 | 5,442,401.00 | 0.00 | 219,926.00 | 5,438,401.00 |
| Division | **23 - Fire Prevention** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 79,820.00 | 84,199.69 | 84,962.00 | 84,962.00 | 84,962.00 | 0.00 | - | 84,962.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LAEA Admin Time | 1.00 | 1,558.00 | 1,558.00 | | | | | |
| | Initial Dept Head Budget | Division Chief | 1.00 | 83,404.00 | 83,404.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 84,962.00 | | | | | |
| 4140-000 | Overtime Salaries | | 0.00 | 4,498.79 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| 4210-000 | Health Ins Benefits | 26,845.00 | 26,854.36 | 27,714.00 | 30,529.00 | 30,529.00 | 0.00 | 2,815.00 | 30,529.00 |
| 4215-000 | Life Ins Benefits | 1,218.00 | 1,319.17 | 1,450.00 | 1,504.00 | 1,504.00 | 0.00 | 54.00 | 1,504.00 |
| 4219-000 | Dental Ins Benefits | 1,838.00 | 1,837.68 | 1,838.00 | 1,838.00 | 1,838.00 | 0.00 | - | 1,838.00 |
| 4220-000 | FICA Benefits | 4,949.00 | 5,187.61 | 5,171.00 | 5,268.00 | 5,268.00 | 0.00 | 97.00 | 5,268.00 |
| 4225-000 | Medicare Benefits | 1,157.00 | 1,213.24 | 1,210.00 | 1,232.00 | 1,232.00 | 0.00 | 22.00 | 1,232.00 |
| 4230-000 | Retirement Benefits | 8,916.00 | 9,949.37 | 9,317.00 | 9,988.00 | 9,988.00 | 0.00 | 671.00 | 9,988.00 |
| 4241-000 | Training Benefits | 1,200.00 | 225.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0.00 | - | 1,200.00 |
| 4260-000 | Workers' comp Benefits | 275.00 | 244.95 | 261.00 | 266.00 | 266.00 | 0.00 | 5.00 | 266.00 |
| 4490-000 | Clothing allowance Services | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 0.00 | - | 800.00 |
| 4560-000 | Dues & subs Services | 2,000.00 | 1,582.50 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4680-000 | Dept. expense Supplies | 8,500.00 | 9,334.69 | 8,500.00 | 8,500.00 | 8,500.00 | 0.00 | - | 8,500.00 |
| Division | **23 - Fire Prevention** Totals | 137,518.00 | 147,247.05 | 144,423.00 | 148,087.00 | 148,087.00 | 0.00 | 3,664.00 | 148,087.00 |
| Division | **24 - Fire Communications** | | | | | | | | |
| 4110-000 | Regular Salaries | 196,216.00 | 202,217.65 | 202,956.00 | 253,288.00 | 253,288.00 | 0.00 | 50,332.00 | 253,288.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Shift Differential | 1.00 | 4,368.00 | 4,368.00 | | | | | |
| | Initial Dept Head Budget / Telecomm | 5.00 | 49,784.00 | 248,920.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 253,288.00 | | | | | |
| 4120-000 | Part-time Salaries | 20,000.00 | 6,113.50 | 19,968.00 | 19,968.00 | 19,968.00 | 0.00 | - | 19,968.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Telecomm | 1.00 | 19,968.00 | 19,968.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 19,968.00 | | | | | |
| 4140-000 | Overtime Salaries | 8,039.00 | 3,311.77 | 8,039.00 | 8,039.00 | 8,039.00 | 0.00 | - | 8,039.00 |
| 4150-000 | Replacement coverage - Salaries | 31,287.00 | 59,074.02 | 31,287.00 | 35,150.00 | 35,150.00 | 0.00 | 3,863.00 | 35,150.00 |
| 4193-000 | Holiday Salaries | 9,056.00 | 9,115.20 | 9,108.00 | 11,489.00 | 11,489.00 | 0.00 | 2,381.00 | 11,489.00 |
| 4210-000 | Health Ins Benefits | 73,576.00 | 73,650.78 | 75,956.00 | 114,398.00 | 114,398.00 | 0.00 | 38,442.00 | 114,398.00 |
| 4215-000 | Life Ins Benefits | 3,284.00 | 3,336.80 | 3,734.00 | 4,888.00 | 4,888.00 | 0.00 | 1,154.00 | 4,888.00 |
| 4219-000 | Dental Ins Benefits | 4,765.00 | 4,765.28 | 4,766.00 | 6,604.00 | 6,604.00 | 0.00 | 1,838.00 | 6,604.00 |
| 4220-000 | FICA Benefits | 15,165.00 | 16,008.18 | 16,873.00 | 20,332.00 | 20,332.00 | 0.00 | 3,459.00 | 20,332.00 |
| 4225-000 | Medicare Benefits | 3,547.00 | 3,859.16 | 3,646.00 | 4,755.00 | 4,755.00 | 0.00 | 1,109.00 | 4,755.00 |
| 4230-000 | Retirement Benefits | 27,322.00 | 29,985.07 | 28,087.00 | 35,047.00 | 35,047.00 | 0.00 | 6,960.00 | 35,047.00 |
| 4241-000 | Training Benefits | 1,775.00 | 128.05 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4260-000 | Workers' comp Benefits | 980.00 | 870.93 | 926.00 | 950.00 | 950.00 | 0.00 | 24.00 | 950.00 |
| 4490-000 | Clothing allowance Services | 2,500.00 | 1,826.95 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4630-000 | Maint & repairs Supplies | 12,000.00 | 22,522.43 | 12,000.00 | 12,000.00 | 12,000.00 | 0.00 | - | 12,000.00 |
| 4740-000 | Mach & equip Property | 10,000.00 | 11,193.70 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | - | 10,000.00 |
| Division | **24 - Fire Communications** Totals | 419,512.00 | 447,979.47 | 431,846.00 | 541,408.00 | 541,408.00 | 0.00 | 109,562.00 | 541,408.00 |
| Division | **25 - Emergency Management** | | | | | | | | |
| 4614-000 | Civil defense exp Supplies | 2,000.00 | 0.00 | 2,000.00 | 1,000.00 | 1,000.00 | 0.00 | (1,000.00) | 2,000.00 |
| Division | **25 - Emergency Management** Totals | 2,000.00 | 0.00 | 2,000.00 | 1,000.00 | 1,000.00 | 0.00 | (1,000.00) | 2,000.00 |
| Department | **23 - Fire** Totals | 7,010,768.00 | 6,812,360.44 | 7,438,950.00 | 8,032,129.00 | 8,032,129.00 | 0.00 | 593,179.00 | 8,032,129.00 |

# PUBLIC SAFETY

## Division: Building

### Mission Statement:

To administer the Town's building codes, health ordinances and zoning regulations in a fair, efficient and professional manner while providing assistance to the applicants seeking permits, inspections and information

### Major Services/Responsibilities:

Issue building, electrical, plumbing and other permits
Maintain records of building activity
Perform building code compliance inspections
Issue certificates of occupancy
Perform health & zoning inspections & enforcement actions as required
Handle complaints
Real estate background information research
Provide information for environmental site assessment
Miscellaneous information to Town residents
Perform plan reviews

### Key Fiscal Year Objectives:

Amend the Londonderry Building Regulations in preparation for adoption of the 2015 International Codes to coincide with the NH State Building Code. Streamline the inspection process using compatible New World small devices with printers in the field.

### Performance Measures:

| *Description* | *Calendar 2013* | *Calendar 2014* | *Actual Calendar 2015* | *2016(thru 10/25/16)* | *Projected Calendar 2017* |
|---|---|---|---|---|---|
| Total Building Permits Issued | 450 | 483 | 552 | 839 | 550 |
| Single Family Dwelling Permits | 40 | 83 | 94 | 135 | 100 |
| New Commercial Buildings | 5 | 12 | 8 | 13 | 20 |
| Commercial Additions/Remodel | 55 | 65 | 50 | 89 | 75 |
| Additional Permits issued | 450 | 1375 | 1409 | 1706 | 1550 |
| Septic Reviews | 55 | 139 | 111 | 61 | 100 |
| Inspections performed (approx.) | 1300 | 3980 | 3493 | 3482 | 3600 |
| Certificate of Occupancies Issued | 120 | 180 | 172 | 190 | 200 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **24 - Building** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 193,528.00 | 196,404.19 | 199,948.00 | 208,746.00 | 208,746.00 | 0.00 | 8,798.00 | 208,746.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LAEA Vacation/Sict Time Cash Out | 1.00 | 3,273.00 | 3,273.00 | | | | | |
| | Initial Dept Head Budget | Department Secretary | 1.00 | 56,212.00 | 56,212.00 | | | | | |
| | Initial Dept Head Budget | Asst. Building Inspector | 1.00 | 69,650.00 | 69,650.00 | | | | | |
| | Initial Dept Head Budget | Sr. Building Inspector | 1.00 | 79,611.00 | 79,611.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 208,746.00 | | | | | |
| 4120-000 | Part-time Salaries | | 18,886.00 | 18,778.50 | 20,933.00 | 56,983.00 | 56,983.00 | 0.00 | 36,050.00 | 56,983.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Secretary-Receptionist | 1.00 | 21,884.00 | 21,884.00 | | | | | |
| | Initial Dept Head Budget | Code Enforcement Officer | 1.00 | 35,099.00 | 35,099.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 56,983.00 | | | | | |
| 4140-000 | Overtime Salaries | | 7,000.00 | 7,527.21 | 7,000.00 | 7,000.00 | 7,000.00 | 0.00 | - | 7,000.00 |
| 4210-000 | Health Ins Benefits | | 49,231.00 | 49,828.92 | 54,767.00 | 47,467.00 | 47,467.00 | 0.00 | (7,300.00) | 47,467.00 |
| 4215-000 | Life Ins Benefits | | 3,023.00 | 3,129.76 | 3,708.00 | 3,803.00 | 3,803.00 | 0.00 | 95.00 | 3,803.00 |
| 4219-000 | Dental Ins Benefits | | 3,410.00 | 2,885.48 | 3,410.00 | 3,410.00 | 3,410.00 | 0.00 | - | 3,410.00 |
| 4220-000 | FICA Benefits | | 13,356.00 | 13,811.04 | 14,254.00 | 16,909.00 | 16,909.00 | 0.00 | 2,655.00 | 16,909.00 |
| 4225-000 | Medicare Benefits | | 3,124.00 | 3,230.00 | 3,334.00 | 3,955.00 | 3,955.00 | 0.00 | 621.00 | 3,955.00 |
| 4230-00 | Retirement Benefits | | 21,952.00 | 22,991.48 | 23,374.00 | 24,552.00 | 24,552.00 | 0.00 | 1,178.00 | 24,552.00 |
| 4260-00 | Workers' comp Benefits | | 5,014.00 | 4,456.07 | 4,738.00 | 4,853.00 | 4,853.00 | 0.00 | 115.00 | 4,853.00 |
| 4330-00 | MGMT services Services | | 4,500.00 | 2,262.11 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | - | 4,000.00 |
| 4341-000 | Telephone Services | | 2,500.00 | 2,230.62 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4550-000 | Printing Services | | 300.00 | 634.26 | 700.00 | 700.00 | 700.00 | 0.00 | - | 700.00 |
| 4560-000 | Dues & subs Services | | 545.00 | 672.18 | 645.00 | 895.00 | 895.00 | 0.00 | 250.00 | 645.00 |
| 4570-000 | Sem & workshops Services | | 3,400.00 | 985.00 | 3,400.00 | 3,400.00 | 3,400.00 | 0.00 | - | 3,400.00 |
| 4575-000 | Travel & mileage Services | | 500.00 | 0.00 | 500.00 | 250.00 | 250.00 | 0.00 | (250.00) | 500.00 |
| 4580-000 | Mosquito Control | | 0.00 | 0.00 | 37,000.00 | 37,000.00 | 37,000.00 | 0.00 | - | 37,000.00 |
| 4620-000 | Office supplies Supplies | | 450.00 | 374.86 | 450.00 | 450.00 | 450.00 | 0.00 | - | 450.00 |
| 4625-000 | Postage Supplies | | 500.00 | 307.55 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| Division | **00 - Non-Divisional** Totals | | 331,219.00 | 330,509.23 | 385,161.00 | 427,373.00 | 427,373.00 | 0.00 | 42,212.00 | 427,373.00 |
| Department | **24 - Building** Totals | | 331,219.00 | 330,509.23 | 385,161.00 | 427,373.00 | 427,373.00 | 0.00 | 42,212.00 | 427,373.00 |

# PUBLIC WORKS & ENGINEERING DEPT

## Division: Highway and Engineering

### Mission Statement:

To efficiently and effectively maintain the Town's roadways and other supporting infrastructure. To provide efficient and timely snow and ice removal from Town roads and Town facilities. To provide efficient maintenance and repair of Public Works vehicles and equipment. To provide technical engineering expertise and support.

### Major Services/Responsibilities:

Timely snow and ice removal for Town roads, Town and School facilities,
Repair of Town roads, catch basins, drainage pipes and swales,
Perform ground maintenance along the Town's right of ways,
Repair and replace regulatory street signage,
Maintain seasonal Drop Off Center,
Maintain and repair Department's vehicles and heavy equipment and facilities,
House the Public Works plans and records,
Review and issue permits to conduct work within the Town's right of way or easement,
Review projects and provide technical assistance for the Planning Board,
Inspect roadway projects, subdivision and site improvements for compliance with Town standards,
Assist and oversee design and preparation of plans and cost estimates for Town sponsored roadway projects

### Key Fiscal Year Objectives:

To maintain the Town's roadways and other supporting infrastructure within the limits of our approved budget.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY-13/14 | FY-14/15 | FY- 15/16 | FY- 16/17 | FY- 17/18 |
| Tons of Asphalt applied | 5,663 | 8,356 | 16,995 | 4,500 | 4,500 |
| Gallons of Crack Sealant Applied | 1,822 | 0 | 0 | 1,800 | 1,800 |
| # of Snow Removal Operations | 36 | 29 | 16 | 21+/- | 21+/- |
| Tons of Road Sand/Salt Applied | 8,887 | 7,907 | 4,610 | 7,000 | 7,000 |
| Centerline marking/striping (ft.) | 817,838 | 802,366 | 844,872 | 815,000 | 815,000 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **26 - Public Works** | | | | | | | | |
| Division | **01 - Administration** | | | | | | | | |
| 4110-000 | Regular Salaries | 910,755.00 | 881,622.12 | 929,495.00 | 949,716.00 | 949,716.00 | 0.00 | 20,221.00 | 949,716.00 |

Budget Transactions

| *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* |
|---|---|---|---|---|
| Initial Dept Head Budget | LEEA/LAEA Admin Time | 1.00 | 5,057.00 | 5,057.00 |
| Initial Dept Head Budget | LEEA/LAEA Sick/Vacation Cash Out | 1.00 | 5,910.00 | 5,910.00 |
| Initial Dept Head Budget | Admin Assistant | 1.00 | 61,392.00 | 61,392.00 |
| Initial Dept Head Budget | Asst. Foreman | 1.00 | 69,226.00 | 69,226.00 |
| Initial Dept Head Budget | Foreman | 1.00 | 75,122.00 | 75,122.00 |
| Initial Dept Head Budget | Asst. Director | 1.00 | 99,004.00 | 99,004.00 |
| Initial Dept Head Budget | Director | 1.00 | 115,137.00 | 115,137.00 |
| Initial Dept Head Budget | Truck Driver | 5.00 | 49,656.00 | 248,280.00 |
| Initial Dept Head Budget | Equipment Operator | 4.00 | 67,647.00 | 270,588.00 |
| Initial Dept Head Budget Totals | | | | 949,716.00 |

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| 4120-000 | Part-time Salaries | 35,000.00 | 8,364.00 | 35,000.00 | 35,000.00 | 35,000.00 | 0.00 | - | 35,000.00 |
| 4140-000 | Overtime Salaries | 141,668.00 | 116,290.46 | 152,738.00 | 157,353.00 | 157,353.00 | 0.00 | 4,615.00 | 157,353.00 |
| 4145-000 | Snow overtime Salaries | 103,000.00 | 57,336.43 | 115,000.00 | 115,920.00 | 115,920.00 | 0.00 | 920.00 | 115,920.00 |
| 4210-000 | Health Ins Benefits | 210,720.00 | 238,508.00 | 268,727.00 | 229,169.00 | 229,169.00 | 0.00 | (39,558.00) | 229,169.00 |
| 4215-000 | Life Ins Benefits | 11,257.00 | 13,844.78 | 18,017.00 | 16,374.00 | 16,374.00 | 0.00 | (1,643.00) | 16,374.00 |
| 4219-000 | Dental Ins Benefits | 13,722.00 | 14,480.20 | 15,560.00 | 15,561.00 | 15,561.00 | 0.00 | 1.00 | 15,561.00 |
| 4220-000 | FICA Benefits | 71,636.00 | 65,917.32 | 74,849.00 | 75,825.00 | 75,825.00 | 0.00 | 976.00 | 75,825.00 |
| 4225-000 | Medicare Benefits | 16,754.00 | 15,416.16 | 17,504.00 | 17,733.00 | 17,733.00 | 0.00 | 229.00 | 17,733.00 |
| 4230-000 | Retirement Benefits | 129,061.00 | 122,901.24 | 134,848.00 | 139,176.00 | 139,176.00 | 0.00 | 4,328.00 | 139,176.00 |
| 4241-000 | Training Benefits | 5,000.00 | 5,061.73 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4260-000 | Workers' comp Benefits | 28,319.00 | 25,167.77 | 26,756.00 | 27,402.00 | 27,402.00 | 0.00 | 646.00 | 27,402.00 |
| 4311-000 | Engineering Services | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 0.00 | - | 50,000.00 |
| 4330-000 | MGMT services Services | 60,000.00 | 60,000.00 | 60,000.00 | 60,000.00 | 60,000.00 | 0.00 | - | 60,000.00 |
| 4341-000 | Telephone Services | 7,000.00 | 5,058.52 | 7,000.00 | 7,000.00 | 7,000.00 | 0.00 | - | 7,000.00 |
| 4410-000 | Electric Services | 8,000.00 | 5,010.88 | 8,000.00 | 8,000.00 | 8,000.00 | 0.00 | - | 8,000.00 |
| 4440-000 | Rental and leases Services | 1,290.00 | 0.00 | 1,290.00 | 1,290.00 | 1,290.00 | 0.00 | - | 1,290.00 |
| 4490-000 | Clothing allowance Services | 13,000.00 | 12,286.24 | 13,000.00 | 13,000.00 | 13,000.00 | 0.00 | - | 13,000.00 |
| 4550-000 | Printing Services | 1,500.00 | 741.84 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | - | 1,500.00 |
| 4560-000 | Dues & subs Services | 1,100.00 | 1,230.00 | 1,100.00 | 1,100.00 | 1,100.00 | 0.00 | - | 1,100.00 |
| 4575-000 | Travel & mileage Services | 500.00 | 1,305.46 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4620-000 | Office supplies Supplies | 2,000.00 | 2,059.87 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| 4625-000 | Postage Supplies | 350.00 | 221.21 | 350.00 | 350.00 | 350.00 | 0.00 | - | 350.00 |
| 4630-000 | Maint & repairs Supplies | 40,000.00 | 62,569.12 | 50,000.00 | 50,000.00 | 50,000.00 | 0.00 | - | 50,000.00 |
| 4635-000 | Gasoline Supplies | 90,000.00 | 33,020.14 | 90,000.00 | 90,000.00 | 90,000.00 | 0.00 | - | 90,000.00 |
| 4680-000 | Dept. expense Supplies | 27,000.00 | 28,420.52 | 27,000.00 | 27,000.00 | 27,000.00 | 0.00 | - | 27,000.00 |
| Division | **01 - Administration** Totals | 1,978,632.00 | 1,826,834.01 | 2,105,234.00 | 2,095,969.00 | 2,095,969.00 | 0.00 | (9,265.00) | 2,095,969.00 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Division | **31 - Highways and Streets** | | | | | | | | |
| 4395-000 | Snow removal Services | 40,000.00 | 15,996.00 | 35,000.00 | 35,000.00 | 35,000.00 | 0.00 | - | 35,000.00 |
| 4414-000 | Hydrants Services | 430,000.00 | 393,122.47 | 430,000.00 | 430,000.00 | 430,000.00 | 0.00 | - | 430,000.00 |
| 4415-000 | Street lighting Service | 40,000.00 | 31,712.33 | 40,000.00 | 40,000.00 | 40,000.00 | 0.00 | - | 40,000.00 |
| 4436-000 | Cleaning & maint Services | 395,182.00 | 725,511.11 | 395,182.00 | 395,182.00 | 395,182.00 | 0.00 | - | 395,182.00 |
| 4438-000 | Storm drain const Services | 72,700.00 | 74,623.84 | 72,700.00 | 72,700.00 | 72,700.00 | 0.00 | - | 72,700.00 |
| 4695-000 | Gravel Supplies | 5,000.00 | 6,702.08 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4696-000 | Street signs Supplies | 8,000.00 | 2,996.93 | 8,000.00 | 8,000.00 | 8,000.00 | 0.00 | - | 8,000.00 |
| 4697-000 | Salt Supplies | 220,000.00 | 160,987.87 | 220,000.00 | 220,000.00 | 220,000.00 | 0.00 | - | 220,000.00 |
| 4698-000 | Sand Supplies | 30,000.00 | 0.00 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | - | 25,000.00 |
| Division | **31 - Highways and Streets** Totals | 1,240,882.00 | 1,411,652.63 | 1,230,882.00 | 1,230,882.00 | 1,230,882.00 | 0.00 | - | 1,230,882.00 |
| Department | **26 - Public Works** Totals | 3,219,514.00 | 3,238,486.64 | 3,336,116.00 | 3,326,851.00 | 3,326,851.00 | 0.00 | (9,265.00) | 3,326,851.00 |

# PUBLIC WORKS & ENGINEERING DEPT.

## Division: Environmental Services - Solid Waste/ Recycling

### Mission Statement:

To manage the collection and disposal of solid waste for the Town, encourage reduction of solid waste tonnages and increased recycling participation with the aim of improving environmental quality while lowering solid waste collection and disposal costs.

### Major Services/Responsibilities:

Maintain current recycling outlets and generate new recycling market. Negotiate and manage the Town contracts for curbside Solid Waste and Recycling collection.
Coordinate between Londonderry residents and waste haulers to provide waste disposal options.
Focus on reducing the quantity and toxicity of the residential solid waste stream
Educate and promote programs on waste reduction, reuse, composting, recycling, non-toxic alternatives and disposal of wastes (such as the quarterly newsletter, recycling hotline, Buried Treasure, etc.).
Manage the waste oil collection facility, Londonderry Drop Off Center and Household Hazardous Waste Collection day

### Key Fiscal Year Objectives

To maintain solid waste tonnages despite population growth in the town.
Divert more materials to the Londonderry Drop Off Center for recycling.
Increase recycling in the Londonderry Schools.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY- 13/14 | FY- 14/15 | FY- 15/16 | FY- 16/17 | FY- 17/18 |
| Drop Off Center Tonnage | 804 | 896 | 779 | 1,050 | 1,050 |
| Curbside Recycling Tonnage | 2,255 | 2,254 | 2,357 | 2,550 | 2,550 |
| Solid Waste Tonnage | 9,085 | 9,005 | 9,174 | 10,000 | 10,000 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | Transaction | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **27 - Solid Waste** | | | | | | | | | |
| Division | **01 - Administration** | | | | | | | | | |
| 4120-000 | Part-time Salaries | | 23,421.00 | 11,147.10 | 11,300.00 | 11,524.00 | 11,524.00 | 0.00 | 224.00 | 11,524.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Asst. Attendant | 1.00 | 4,480.00 | 4,480.00 | | | | | |
| | Initial Dept Head Budget | Attendant | 1.00 | 7,044.00 | 7,044.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 11,524.00 | | | | | |
| 4220-000 | FICA Benefits | | 1,452.00 | 712.38 | 701.00 | 715.00 | 715.00 | 0.00 | 14.00 | 715.00 |
| 4225-000 | Medicare Benefits | | 339.00 | 166.61 | 164.00 | 167.00 | 167.00 | 0.00 | 3.00 | 167.00 |
| 4230-000 | Retirement Benefits | | 1,336.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4260-000 | Workers' comp Benefits | | 173.00 | 153.40 | 164.00 | 167.00 | 167.00 | 0.00 | 3.00 | 167.00 |
| 4335-000 | Waste collection Services | | 1,440,000.00 | 1,327,417.31 | 1,470,000.00 | 1,437,851.00 | 1,437,851.00 | 0.00 | (32,149.00) | 1,437,851.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Fuel Adjustment Estimate - Contract | 1.00 | 18,660.00 | 18,660.00 | | | | | |
| | Initial Dept Head Budget | Carts | 400.00 | 50.00 | 20,000.00 | | | | | |
| | Initial Dept Head Budget | Household Hazardous Waste Collection | 1.00 | 30,000.00 | 30,000.00 | | | | | |
| | Initial Dept Head Budget | Drop Off Center | 1.00 | 110,000.00 | 110,000.00 | | | | | |
| | Initial Dept Head Budget | Curbside Waste Collection | 1.00 | 558,791.00 | 558,791.00 | | | | | |
| | Initial Dept Head Budget | Curbside Disposal Contractual (Est 10,000 tons) | 10,000.00 | 70.04 | 700,400.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 1,437,851.00 | | | | | |
| 4336-0( | Recycling Services | | 469,000.00 | 447,768.95 | 531,000.00 | 489,977.00 | 489,977.00 | 0.00 | (41,023.00) | 489,977.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Recycle Carts | 1.00 | 6,000.00 | 6,000.00 | | | | | |
| | Initial Dept Head Budget | Fuel Adjustment Estimate - Contractual | 1.00 | 10,344.00 | 10,344.00 | | | | | |
| | Initial Dept Head Budget | Curbside Collection - Contractual | 1.00 | 473,633.00 | 473,633.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 489,977.00 | | | | | |
| 4341-000 | Telephone Services | | 1,500.00 | 710.42 | 700.00 | 700.00 | 700.00 | 0.00 | - | 700.00 |
| 4410-000 | Electric Services | | 185.00 | 272.63 | 285.00 | 285.00 | 285.00 | 0.00 | - | 285.00 |
| 4550-000 | Printing Services | | 1,500.00 | 2,317.37 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | - | 1,500.00 |
| 4560-000 | Dues & subs Services | | 1,760.00 | 2,264.03 | 2,360.00 | 2,360.00 | 2,360.00 | 0.00 | - | 2,360.00 |
| 4570-000 | Sem & workshops Services | | 800.00 | 375.00 | 800.00 | 800.00 | 800.00 | 0.00 | - | 800.00 |
| 4575-000 | Travel & mileage Services | | 250.00 | 112.33 | 250.00 | 250.00 | 250.00 | 0.00 | - | 250.00 |
| 4610-000 | General expenses Supplies | | 270.00 | 456.53 | 270.00 | 270.00 | 270.00 | 0.00 | - | 270.00 |
| 4620-000 | Office supplies Supplies | | 270.00 | 384.21 | 270.00 | 270.00 | 270.00 | 0.00 | - | 270.00 |
| 4625-000 | Postage Supplies | | 325.00 | 579.90 | 425.00 | 425.00 | 425.00 | 0.00 | - | 425.00 |
| 4690-000 | Other misc Supplies | | 110.00 | 90.52 | 110.00 | 110.00 | 110.00 | 0.00 | - | 110.00 |
| Division | **01 - Administration** Totals | | 1,942,691.00 | 1,794,928.69 | 2,020,299.00 | 1,947,371.00 | 1,947,371.00 | 0.00 | (72,928.00) | 1,947,371.00 |
| Department | **27 - Solid Waste** Totals | | 1,942,691.00 | 1,794,928.69 | 2,020,299.00 | 1,947,371.00 | 1,947,371.00 | 0.00 | (72,928.00) | 1,947,371.00 |

# ADMINISTRATIVE SERVICES

## Division: Welfare

### Mission Statement:

Provide limited, short-term, financial assistance to eligible individuals or families until they qualify for employment or other financial assistance programs.

### Major Services/Responsibilities:

Review and grant general assistance to qualified applicants in accordance with Town guidelines.
Assist needy citizens in non-financial ways by acting as liaison with other private and public services.
Maintain complete statistical, case, and financial records in accordance with RSA 41:46.
Assist other Londonderry municipal departments or civic organizations that serve the needy.

### Key Fiscal Year Objectives:

Continue to maintain accurate records for auditing and analytical purposes.
Process each case to insure compliance with Federal, State and local laws.
Assist with the coordination of the Holiday Basket Program.

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **28 - General Assistance** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4830-000 | Social service agencies Other | 53,864.00 | 44,464.00 | 46,687.00 | 46,687.00 | 46,687.00 | 0.00 | - | 46,687.00 |
| Division | **00 - Non-Divisional** Totals | 53,864.00 | 44,464.00 | 46,687.00 | 46,687.00 | 46,687.00 | 0.00 | - | 46,687.00 |
| Division | **41 - General Assistance** | | | | | | | | |
| 4332-000 | Contracted services Services | 48,337.00 | 54,999.96 | 55,000.00 | 55,000.00 | 55,000.00 | 0.00 | - | 55,000.00 |
| 4410-000 | Electric Services | 8,000.00 | 123.04 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | - | 4,000.00 |
| 4690-000 | Other misc Supplies | 1,144.00 | 142.21 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4692-000 | Welfare food vouchers Supplies | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4693-000 | Welfare rent Supplies | 50,787.00 | 6,788.00 | 16,000.00 | 16,000.00 | 16,000.00 | 0.00 | - | 16,000.00 |
| 4694-000 | Welfare medical Supplies | 4,000.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4699-000 | Welfare Heat & Oil Supplies | 8,000.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | - | 2,000.00 |
| Division | **41 - General Assistance** Totals | 121,268.00 | 62,053.21 | 78,000.00 | 78,000.00 | 78,000.00 | 0.00 | - | 78,000.00 |
| Department | **28 - General Assistance** Totals | 175,132.00 | 106,517.21 | 124,687.00 | 124,687.00 | 124,687.00 | 0.00 | - | 124,687.00 |

# ADMINISTRATIVE SERVICES

## Division: Cable

### Mission Statement:

Provide a variety of cable services to community members as defined in the franchise agreement with the cable operator. Promote the community use of PEG Access through cable channels (CTV-20, LEO-21, GOV-22, GOV-30 and Dig170) and streaming media to both view and create a diversity of programming. Foster and perpetuate a sense of community cohesiveness via electronic mediums.

### Major Services/Responsibilities:

Monitor Cable Franchise Agreement
Advise Town of cable technology capabilities, present and future.
Function as a consumer advocate on behalf of cable & broadband subscribers.
Manage all aspects of Londonderry Access Center, PEG Access Channels (Cable, Live Streaming and On-Demand) and the I-LOOP (institutional network) and provide volunteer opportunities.

### Key Fiscal Year Objectives:

Increase visibility to and use by community at large.
Encourage more proactive use by government and organizations.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY13/14 | FY14/15 | FY15/16 | FY16/17 | FY17/18 |
| # of training enrollments | 1090 | 1150 | 1150 | 1155 | 1155 |
| # of first run programs | 1275 | 1375 | 1518 | 1525 | 1530 |
| # active volunteers | 160 | 168 | 168 | 175 | 177 |
| # educational users | 65 | 65 | 65 | 65 | 65 |

Numbers will likely remain static due to time, space and usage constraint

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| | Department **29 - Cable** | | | | | | | | |
| | Division **00 - Non-Divisional** | | | | | | | | |
| 4110-000 | Regular Salaries | 111,770.00 | 116,811.92 | 119,107.00 | 126,180.00 | 126,180.00 | 0.00 | 7,073.00 | 126,180.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* — *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget — Sick Time Cash Out | 1.00 | 622.00 | 622.00 | | | | | |
| | Initial Dept Head Budget — Vacation Cash Out | 1.00 | 1,298.00 | 1,298.00 | | | | | |
| | Initial Dept Head Budget — LEEA Admin Time | 1.00 | 1,947.00 | 1,947.00 | | | | | |
| | Initial Dept Head Budget — Training Coordinator | 1.00 | 52,450.00 | 52,450.00 | | | | | |
| | Initial Dept Head Budget — Director | 1.00 | 69,863.00 | 69,863.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 126,180.00 | | | | | |
| 4120-000 | Part-time Salaries | 5,000.00 | 1,375.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | 5,000.00 |
| 4140-000 | Overtime Salaries | 2,655.00 | 1,211.76 | 950.00 | 950.00 | 950.00 | 0.00 | - | 950.00 |
| 4210-000 | Health Ins Benefits | 29,828.00 | 29,067.33 | 32,132.00 | 29,744.00 | 29,744.00 | 0.00 | (2,388.00) | 29,744.00 |
| 4215-000 | Life Ins Benefits | 1,993.00 | 1,967.53 | 2,337.00 | 2,564.00 | 2,564.00 | 0.00 | 227.00 | 2,564.00 |
| 4219-000 | Dental Ins Benefits | 1,593.00 | 1,592.76 | 1,593.00 | 1,593.00 | 1,593.00 | 0.00 | - | 1,593.00 |
| 4220-000 | FICA Benefits | 7,094.00 | 7,212.00 | 7,444.00 | 7,882.00 | 7,882.00 | 0.00 | 438.00 | 7,882.00 |
| 4225-000 | Medicare Benefits | 1,659.00 | 1,686.70 | 1,742.00 | 1,843.00 | 1,843.00 | 0.00 | 101.00 | 1,843.00 |
| 4230-000 | Retirement Benefits | 12,790.00 | 13,181.42 | 13,428.00 | 14,467.00 | 14,467.00 | 0.00 | 1,039.00 | 14,467.00 |
| 4241-000 | Training Benefits | 6,500.00 | 5,592.42 | 7,000.00 | 7,000.00 | 7,000.00 | 0.00 | - | 7,000.00 |
| 4260-000 | Workers' comp Benefits | 206.00 | 183.09 | 195.00 | 199.00 | 199.00 | 0.00 | 4.00 | 199.00 |
| 4320-000 | Legal general Services | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4330-0( | MGMT services Services | 2,331.00 | 3,895.86 | 2,331.00 | 3,831.00 | 3,831.00 | 0.00 | 1,500.00 | 2,331.00 |
| 4341-0( | Telephone Services | 900.00 | 585.19 | 900.00 | 900.00 | 900.00 | 0.00 | - | 900.00 |
| 4355-000 | Photo services Services | 2,500.00 | 557.40 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | - | 1,000.00 |
| 4360-000 | Custodial Services | 8,000.00 | 8,140.00 | 8,000.00 | 8,000.00 | 8,000.00 | 0.00 | - | 8,000.00 |
| 4410-000 | Electric Services | 9,800.00 | 7,431.07 | 9,800.00 | 9,800.00 | 9,800.00 | 0.00 | - | 9,800.00 |
| 4411-000 | Heat & oil Services | 2,300.00 | 3,471.04 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | - | 4,000.00 |
| 4412-000 | Water Services | 650.00 | 786.42 | 900.00 | 900.00 | 900.00 | 0.00 | - | 900.00 |
| 4550-000 | Printing Services | 1,150.00 | 0.00 | 1,150.00 | 1,150.00 | 1,150.00 | 0.00 | - | 1,150.00 |
| 4560-000 | Dues & subs Services | 1,200.00 | 1,196.97 | 1,200.00 | 1,200.00 | 1,200.00 | 0.00 | - | 1,200.00 |
| 4575-000 | Travel & mileage Services | 500.00 | 1,209.92 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4610-000 | General expenses Supplies | 3,500.00 | 1,707.03 | 3,500.00 | 3,500.00 | 3,500.00 | 0.00 | - | 3,500.00 |
| 4620-000 | Office supplies Supplies | 1,580.00 | 500.56 | 750.00 | 750.00 | 750.00 | 0.00 | - | 750.00 |
| 4625-000 | Postage Supplies | 500.00 | 32.85 | 100.00 | 100.00 | 100.00 | 0.00 | - | 100.00 |
| 4630-000 | Maint & repairs Supplies | 5,500.00 | 1,242.94 | 5,500.00 | 4,000.00 | 4,000.00 | 0.00 | (1,500.00) | 5,500.00 |
| 4670-000 | Books & periodicals Supplies | 100.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 | - | 100.00 |
| 4740-000 | Mach & equip Property | 52,200.00 | 54,340.47 | 53,980.00 | 53,980.00 | 53,980.00 | 0.00 | - | 53,980.00 |
| 4824-000 | Programs Other | 2,000.00 | 25.00 | 2,000.00 | 9,500.00 | 9,500.00 | 0.00 | 7,500.00 | 9,500.00 |
| | Division **00 - Non-Divisional** Totals | 276,799.00 | 265,004.65 | 286,639.00 | 300,633.00 | 300,633.00 | 0.00 | 13,994.00 | 300,633.00 |
| | Department **29 - Cable** Totals | 276,799.00 | 265,004.65 | 286,639.00 | 300,633.00 | 300,633.00 | 0.00 | 13,994.00 | 300,633.00 |

# COMMUNITY SERVICES

## Division: Recreation

### Mission Statement:

Provide recreational activities and facilities for residents of all ages by coordinating with similar organizations established in the community and providing administrative support and direction to the department's staff and volunteers.

### Major Services/Responsibilities:

Coordinate the scheduling and maintenance of Town athletic fields / facilities.
Coordination of the Recreation Department with Town departments, Boards and School District.
Support and assist adult and youth sport leagues and other recreational activity groups.
Plan for future recreational needs of the Town.

### Key Fiscal Year Objectives:

Provide quality programs and services within budgetary constraints by coordinating with community and school recreational organizations.
Continue effort to provide maintenance service for the Nelson Road, LAFA, Skateboard Park, Tennis Court and Continental Park Fields.
Continue to improve field maintenance to insure the safety and wellbeing of all recreation participants.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY- 13/14 | FY- 14/15 | FY-15/16 | FY-16/17 | FY-17/18 |
| Programs Offered - Indoor | 11 | 11 | 11 | 11 | 11 |
| Programs Offered - Outdoor | 15 | 15 | 16 | 15 | 15 |
| Town/Schools Fields | 35 | 35 | 35 | 35 | 35 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **30 - Recreation** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4110-000 | Regular Salaries | 24,397.00 | 24,160.44 | 24,886.00 | 24,886.00 | 24,886.00 | 0.00 | - | 24,886.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Director | 1.00 | 24,886.00 | 24,886.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 24,886.00 | | | | | |
| 4120-000 | Part-time Salaries | 50,730.00 | 43,612.81 | 51,745.00 | 51,430.00 | 51,430.00 | 0.00 | (315.00) | 51,430.00 |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Summer Rec Program | 1.00 | 16,500.00 | 16,500.00 | | | | | |
| | Initial Dept Head Budget / Maintenance Services | 2.00 | 17,465.00 | 34,930.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 51,430.00 | | | | | |
| 4220-000 | FICA Benefits | 4,658.00 | 4,220.68 | 4,752.00 | 4,732.00 | 4,732.00 | 0.00 | (20.00) | 4,732.00 |
| 4225-000 | Medicare Benefits | 1,089.00 | 987.09 | 1,112.00 | 1,107.00 | 1,107.00 | 0.00 | (5.00) | 1,107.00 |
| 4260-000 | Workers' comp Benefits | 1,233.00 | 1,096.08 | 1,165.00 | 1,194.00 | 1,194.00 | 0.00 | 29.00 | 1,194.00 |
| 4341-000 | Telephone Services | 450.00 | 380.20 | 450.00 | 450.00 | 450.00 | 0.00 | - | 450.00 |
| 4410-000 | Electric Services | 12,000.00 | 11,170.67 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | - | 10,000.00 |
| 4412-000 | Water Services | 13,500.00 | 25,817.71 | 17,500.00 | 22,500.00 | 22,500.00 | 0.00 | 5,000.00 | 17,500.00 |
| 4560-000 | Dues & subs Services | 500.00 | 275.00 | 500.00 | 500.00 | 500.00 | 0.00 | - | 500.00 |
| 4575-000 | Travel & mileage Services | 2,400.00 | 0.00 | 2,400.00 | 400.00 | 400.00 | 0.00 | (2,000.00) | 2,400.00 |
| 4610-000 | General expenses Supplies | 32,015.00 | 20,742.45 | 20,015.00 | 20,015.00 | 20,015.00 | 0.00 | - | 20,015.00 |
| 4630-0C | Maint & repairs Supplies | 4,000.00 | 10,649.26 | 9,000.00 | 9,000.00 | 9,000.00 | 0.00 | - | 9,000.00 |
| 4740-0C | Mach & equip Property | 1,000.00 | 4,416.31 | 6,000.00 | 5,000.00 | 5,000.00 | 0.00 | (1,000.00) | 6,000.00 |
| 4821-000 | Adult programs Other | 600.00 | 318.21 | 600.00 | 600.00 | 600.00 | 0.00 | - | 600.00 |
| 4823-000 | Summer programs Other | 3,000.00 | 786.75 | 3,000.00 | 1,000.00 | 1,000.00 | 0.00 | (2,000.00) | 3,000.00 |
| Division | **00 - Non-Divisional** Totals | 151,572.00 | 148,633.66 | 153,125.00 | 152,814.00 | 152,814.00 | 0.00 | (311.00) | 152,814.00 |
| Department | **30 - Recreation** Totals | 151,572.00 | 148,633.66 | 153,125.00 | 152,814.00 | 152,814.00 | 0.00 | (311.00) | 152,814.00 |

# CULTURE & RECREATION

## Division: Library

### Mission Statement:

To provide materials, information and services for community residents of all ages designed to meet their personal, educational and recreational needs. The library's primary focus is to provide a collection of materials, both print and digital, which serves the diverse needs of Londonderry's residents.

### Major Services/Responsibilities:

Select, purchase and maintain an adequate collection of print, non-print and digital resources.
Maintain the library's physical plant and grounds in order to protect the Town's $2.3M investment.
Provide remote access to the library's full-text databases.
Provide and assist in the use of the reference collection and other informational resources.
Provide access to resources of other libraries through interlibrary loans.
Provide access to the Internet and external databases.
Develop and maintain an historical and in depth collection of current information on Londonderry.
Provide programs for adults, young adults and children.
Provide access to cultural and educational institutions via the Museum Pass Program.

### Key Fiscal Year Objectives:

Increase circulation of items and registered borrowers.
Maintain level of efficient and effective services.
Offer a diverse collection.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY- 13/14 | FY- 14/15 | FY- 15/16 | FY- 16/17 | FY- 17/18 |
| Circulation - No. of Items | 395,847 | 412,082 | 428,430 | 445,546 | 463,346 |
| Registered Borrowers | 15,209 | 16,101 | 16,902 | 17,578 | 18,281 |
| # Reference Transactions/ Year | 21,751 | 22,328 | 22,501 | 22,725 | 22,952 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **31 - Library** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4110-000 | Regular Salaries | 508,400.00 | 506,046.04 | 532,958.00 | 546,674.00 | 546,674.00 | 0.00 | 13,716.00 | 546,674.00 |
| 4120-000 | Part-time Salaries | 234,398.00 | 236,568.72 | 241,427.00 | 248,781.00 | 248,781.00 | 0.00 | 7,354.00 | 248,781.00 |
| 4210-000 | Health Ins Benefits | 110,803.00 | 101,968.67 | 133,691.00 | 148,030.00 | 148,030.00 | 0.00 | 14,339.00 | 148,030.00 |
| 4215-000 | Life Ins Benefits | 8,507.00 | 7,657.36 | 10,254.00 | 10,973.00 | 10,973.00 | 0.00 | 719.00 | 10,973.00 |
| 4219-000 | Dental Ins Benefits | 7,514.00 | 5,044.48 | 8,038.00 | 8,038.00 | 8,038.00 | 0.00 | - | 8,038.00 |
| 4220-000 | FICA Benefits | 46,053.00 | 42,659.51 | 48,012.00 | 49,318.00 | 49,318.00 | 0.00 | 1,306.00 | 49,318.00 |
| 4225-000 | Medicare Benefits | 10,770.00 | 9,976.83 | 11,229.00 | 11,534.00 | 11,534.00 | 0.00 | 305.00 | 11,534.00 |
| 4230-000 | Retirement Benefits | 56,788.00 | 51,609.41 | 59,531.00 | 62,212.00 | 62,212.00 | 0.00 | 2,681.00 | 62,212.00 |
| 4240-000 | Tuition reimbursement Benefits | 4,770.00 | 0.00 | 4,770.00 | 4,770.00 | 4,770.00 | 0.00 | - | 4,770.00 |
| 4260-000 | Workers' comp Benefits | 1,170.00 | 1,039.17 | 1,105.00 | 1,133.00 | 1,133.00 | 0.00 | 28.00 | 1,133.00 |
| 4330-000 | MGMT services Services | 15,681.00 | 19,934.54 | 15,681.00 | 15,681.00 | 15,681.00 | 0.00 | - | 15,681.00 |
| 4341-000 | Telephone Services | 7,472.00 | 5,536.81 | 7,472.00 | 7,472.00 | 7,472.00 | 0.00 | - | 7,472.00 |
| 4360-000 | Custodial Services | 19,604.00 | 18,249.00 | 19,604.00 | 19,604.00 | 19,604.00 | 0.00 | - | 19,604.00 |
| 4410-000 | Electric Services | 41,383.00 | 37,749.42 | 41,383.00 | 41,383.00 | 41,383.00 | 0.00 | - | 41,383.00 |
| 4411-000 | Heat & oil Services | 22,707.00 | 16,467.50 | 22,707.00 | 22,707.00 | 22,707.00 | 0.00 | - | 22,707.00 |
| 4412-000 | Water Services | 4,100.00 | 4,022.81 | 4,100.00 | 4,100.00 | 4,100.00 | 0.00 | - | 4,100.00 |
| 4550-000 | Printing Services | 3,927.00 | 4,411.65 | 3,927.00 | 3,927.00 | 3,927.00 | 0.00 | - | 3,927.00 |
| 4560-000 | Dues & subs Services | 4,445.00 | 4,977.00 | 4,445.00 | 4,445.00 | 4,445.00 | 0.00 | - | 4,445.00 |
| 4570-000 | Sem & workshops Services | 2,500.00 | 220.49 | 2,500.00 | 2,500.00 | 2,500.00 | 0.00 | - | 2,500.00 |
| 4610-000 | General expenses Supplies | 14,603.00 | 11,568.02 | 14,603.00 | 14,603.00 | 14,603.00 | 0.00 | - | 14,603.00 |
| 4620-000 | Office supplies Supplies | 19,300.00 | 20,058.99 | 19,300.00 | 19,300.00 | 19,300.00 | 0.00 | - | 19,300.00 |
| 4625-000 | Postage Supplies | 2,320.00 | 2,524.74 | 2,320.00 | 2,320.00 | 2,320.00 | 0.00 | - | 2,320.00 |
| 4630-000 | Maint & repairs Supplies | 25,000.00 | 32,895.43 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | - | 25,000.00 |
| 4670-000 | Books & periodicals Supplies | 95,000.00 | 107,066.95 | 95,000.00 | 95,000.00 | 95,000.00 | 0.00 | - | 95,000.00 |
| 4740-000 | Mach & equip Property | 0.00 | 2,638.10 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4750-000 | Furniture & fixures Property | 0.00 | 2,712.72 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Division | **00 - Non-Divisional** Totals | 1,267,215.00 | 1,253,604.36 | 1,329,057.00 | 1,369,505.00 | 1,369,505.00 | 0.00 | 40,448.00 | 1,369,505.00 |
| Department | **31 - Library** Totals | 1,267,215.00 | 1,253,604.36 | 1,329,057.00 | 1,369,505.00 | 1,369,505.00 | 0.00 | 40,448.00 | 1,369,505.00 |

# COMMUNITY SERVICES

## Division: Senior Affairs

### Mission Statement:

To assist and facilitate Londonderry seniors by providing programs and information that support and promote financial and social independence.

### Major Services/Responsibilities:

Provide information and referral to town seniors as needed regarding fiscal, medical and social issues.
Provide coordination of senior recreational, educational and social programs
Manage program budget for town senior program.
Maintain a need / interest database, update as needed.
Maintain and oversee meals / lunch program at the Londonderry Senior Center.
Manage senior center staff and volunteers

### Key Fiscal Year Objectives:

Maintain Programs to seniors
Maintain/improve attendance levels
Improve outreach efforts to the Londonderry Community

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
| LSC Attendance | 38 | 50 | 54 | 60 | 65 |
| Special Programs | 42 | 50 | 54 | 60 | 65 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **32 - Senior Affairs** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 36,075.00 | 36,885.68 | 37,619.00 | 43,848.00 | 43,848.00 | 0.00 | 6,229.00 | 43,848.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LEEA Admin Time | 1.00 | 1,089.00 | 929.00 | | | | | |
| | Initial Dept Head Budget | Director | 1.00 | 42,919.00 | 42,919.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 43,848.00 | | | | | |
| 4220-000 | FICA Benefits | | 2,237.00 | 2,310.24 | 2,333.00 | 2,719.00 | 2,719.00 | 0.00 | 386.00 | 2,719.00 |
| 4225-000 | Medicare Benefits | | 524.00 | 540.31 | 546.00 | 636.00 | 636.00 | 0.00 | 90.00 | 636.00 |
| 4260-000 | Workers' comp Benefits | | 62.00 | 54.43 | 58.00 | 59.00 | 59.00 | 0.00 | 1.00 | 59.00 |
| 4341-000 | Telephone Services | | 930.00 | 573.88 | 1,000.00 | 600.00 | 600.00 | 0.00 | (400.00) | 1,000.00 |
| 4610-000 | General expenses Supplies | | 995.00 | 991.45 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | - | 1,500.00 |
| 4820-000 | Sr. affairs program Other | | 11,964.00 | 11,950.21 | 11,964.00 | 12,364.00 | 12,364.00 | 0.00 | 400.00 | 11,964.00 |
| Division | **00 - Non-Divisional** Totals | | 52,787.00 | 53,306.20 | 55,020.00 | 61,726.00 | 61,726.00 | 0.00 | 6,706.00 | 61,726.00 |
| Department | **32 - Senior Affairs** Totals | | 52,787.00 | 53,306.20 | 55,020.00 | 61,726.00 | 61,726.00 | 0.00 | 6,706.00 | 61,726.00 |

# OTHER

## Division: Planning/Economic Development

### Mission Statement:

The Londonderry Planning & Economic Development Department will actively work towards being the most innovative, knowledgeable and responsive department in the State of NH. We will provide planning, GIS and development review services to our customers, including other Departments, residents, developers and the Town's Boards and Committees with improved efficiency, lower cost and better service and we will continue to strive to promote growth that is in the best long-term interests of the Community.

### Major Services/Responsibilities:

**Economic Development**: Provide long range and technical planning assistance to the Town's Boards and Committees and business community and provide for a welcoming environment for new or existing businesses to thrive in Londonderry. Implement economic development recommendations in accordance with the 2013 Master Plan. Cooperate with regional economic development agencies to achieve complementary goals. Maintain a current and positive web presence that promotes ease of access to town development codes and information.
**Planning**: Oversee all site plan and subdivision applications through the development review process and ensure compliance with local codes. Continue to update regulations, checklist and review processes to improve and streamline the Planning Board review experience. Provide technical assistance to other departments regarding development activities in Londonderry. Assist the Planning Board with Master Plan implementation. Provide staff services to the CIP, Planning Board, Town Council, Heritage Commission, Conservation Commission and other Boards and Committees as determined by the Town Manager.
**Geographic Information System (GIS)**: Provide technical mapping assistance to Town Staff, residents, Boards and Committees and the development community. Maintain geographic records for local infrastructure, property boundaries, property addresses and land conditions to facilitate efficient delivery of services and assessments. Maintain a web mapping presence permitting on-line access to geographic records, including assessing files, zoning districts and conservation holdings.

### Key Fiscal Year Objectives:

Continue to implement the 2013 Master Plan
Complete comprehensive zoning reorganization/update.
Continue to implement recommendations updates to subdivision and site plan regulations.
Maintain the EnCode web tool for easy access to local zoning and land use regulations
Continue to identify ways to streamline the local development review process
Continue to support growth and development in the Pettengill Road area and encourage/promote buildout of Woodmont Commons.
Continue to support the use of MapGeo and MapGeo Docs to provide GIS resources to the public.
Continue to implement GIS services in core department functions, including planning, emergency services, dispatch and assessing.

## Performance Measures:

| | Actual | | | Projected | |
|---|---|---|---|---|---|
| ***Description*** | **FY 2014** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** |
| Plans Reviewed | 41 | 40 | 30 | 45 | 40 |
| SF-Comm/Ind Add/Tax Base | 330,000 | 1,000,000 | 1,700,000 | 500,000 | 400,000 |
| Contacts-Business Prospects | 25 | 40 | 30 | 35 | 40 |
| Permit Projects-Avg Rev Time | 45-70 days | 45-70 days | 45-60 days | 30-60 days | 30-60 days |
| Exp/Relocate Commitments | 5 | 7 | 5 | 10 | 10 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|---|
| Department | **33 - Community Development** | | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | | |
| 4110-000 | Regular Salaries | | 234,808.00 | 217,971.96 | 237,838.00 | 243,391.00 | 243,391.00 | 0.00 | 5,553.00 | 243,391.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | LAEA Vacation Cash Out | 1.00 | 1,670.00 | 1,670.00 | | | | | |
| | Initial Dept Head Budget | LAEA Sick Time Cash Out | 1.00 | 1,670.00 | 1,670.00 | | | | | |
| | Initial Dept Head Budget | LAEA Admin Time | 1.00 | 3,242.00 | 3,242.00 | | | | | |
| | Initial Dept Head Budget | Associate Planner | 1.00 | 62,682.00 | 62,682.00 | | | | | |
| | Initial Dept Head Budget | Town Planner | 1.00 | 84,671.00 | 84,671.00 | | | | | |
| | Initial Dept Head Budget | GIS Manager/Planner | 1.00 | 89,456.00 | 89,456.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 243,391.00 | | | | | |
| 4120-000 | Part-time Salaries | | 37,679.00 | 27,544.54 | 43,800.00 | 37,356.00 | 37,356.00 | 0.00 | (6,444.00) | 37,356.00 |
| | Budget Transactions | | | | | | | | | |
| | *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget | Intern | 1.00 | 7,000.00 | 7,000.00 | | | | | |
| | Initial Dept Head Budget | Department Secretary | 1.00 | 30,356.00 | 30,356.00 | | | | | |
| | Initial Dept Head Budget Totals | | | | 37,356.00 | | | | | |
| 4140-000 | Overtime Salaries | | 6,995.00 | 2,369.35 | 5,500.00 | 5,500.00 | 5,500.00 | 0.00 | - | 5,500.00 |
| 4210-000 | Health Ins Benefits | | 32,989.00 | 38,060.30 | 63,800.00 | 47,467.00 | 47,467.00 | 0.00 | (16,333.00) | 47,467.00 |
| 4215-000 | Life Ins Benefits | | 4,234.00 | 2,698.37 | 3,378.00 | 3,592.00 | 3,592.00 | 0.00 | 214.00 | 3,592.00 |
| 4219-000 | Dental Ins Benefits | | 3,480.00 | 2,817.92 | 3,431.00 | 3,805.00 | 3,805.00 | 0.00 | 374.00 | 3,805.00 |
| 4220-0C | FICA Benefits | | 15,636.00 | 15,846.96 | 19,022.00 | 17,747.00 | 17,747.00 | 0.00 | (1,275.00) | 17,747.00 |
| 4225-0C | Medicare Benefits | | 3,651.00 | 3,706.11 | 4,449.00 | 4,151.00 | 4,151.00 | 0.00 | (298.00) | 4,151.00 |
| 4230-000 | Retirement Benefits | | 27,010.00 | 23,975.70 | 29,425.00 | 28,324.00 | 28,324.00 | 0.00 | (1,101.00) | 28,324.00 |
| 4241-000 | Training Benefits | | 0.00 | 339.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| 4260-000 | Workers' comp Benefits | | 516.00 | 457.73 | 487.00 | 498.00 | 498.00 | 0.00 | 11.00 | 498.00 |
| 4330-000 | MGMT services Services | | 37,000.00 | 63,209.54 | 37,000.00 | 37,000.00 | 37,000.00 | 0.00 | - | 37,000.00 |
| 4341-000 | Telephone Services | | 1,375.00 | 1,490.61 | 1,200.00 | 1,400.00 | 1,400.00 | 0.00 | 200.00 | 1,200.00 |
| 4550-000 | Printing Services | | 3,800.00 | 3,960.69 | 4,800.00 | 4,800.00 | 4,800.00 | 0.00 | - | 4,800.00 |
| 4560-000 | Dues & subs Services | | 2,045.00 | 937.00 | 1,645.00 | 1,645.00 | 1,645.00 | 0.00 | - | 1,645.00 |
| 4570-000 | Sem & workshops Services | | 1,960.00 | 270.00 | 2,215.00 | 2,215.00 | 2,215.00 | 0.00 | - | 2,215.00 |
| 4575-000 | Travel & mileage Services | | 2,740.00 | 0.00 | 2,740.00 | 2,540.00 | 2,540.00 | 0.00 | (200.00) | 2,740.00 |
| 4620-000 | Office supplies Supplies | | 1,000.00 | 958.87 | 750.00 | 750.00 | 750.00 | 0.00 | - | 750.00 |
| 4625-000 | Postage Supplies | | 5,900.00 | 9,961.96 | 5,700.00 | 5,700.00 | 5,700.00 | 0.00 | - | 5,700.00 |
| 4640-000 | GIS Services & Supplies | | 10,000.00 | 12,210.82 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | - | 10,000.00 |
| 4690-000 | Other misc Supplies | | 1,000.00 | 150.00 | 750.00 | 750.00 | 750.00 | 0.00 | - | 750.00 |
| Division | **00 - Non-Divisional** Totals | | 384,333.00 | 386,694.55 | 477,930.00 | 458,631.00 | 458,631.00 | 0.00 | (19,299.00) | 458,631.00 |
| Department | **33 - Community Development** Totals | | 384,333.00 | 386,694.55 | 477,930.00 | 458,631.00 | 458,631.00 | 0.00 | (19,299.00) | 458,631.00 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **34 - Debt Service** | | | | | | | | |
| Division | **51 - Debt Service - Principal** | | | | | | | | |
| 4980-000 | Principal Other | 2,058,253.00 | 2,049,456.04 | 1,720,000.00 | 1,950,129.00 | 1,950,129.00 | 0.00 | 230,129.00 | 1,950,129.00 |
| Division | **51 - Debt Service - Principal** Totals | 2,058,253.00 | 2,049,456.04 | 1,720,000.00 | 1,950,129.00 | 1,950,129.00 | 0.00 | 230,129.00 | 1,950,129.00 |
| Division | **52 - Debt Service - Interest** | | | | | | | | |
| 4981-000 | Interest Other | 456,065.00 | 430,204.73 | 366,753.00 | 359,936.00 | 359,936.00 | 0.00 | (6,817.00) | 359,936.00 |
| Division | **52 - Debt Service - Interest** Totals | 456,065.00 | 430,204.73 | 366,753.00 | 359,936.00 | 359,936.00 | 0.00 | (6,817.00) | 359,936.00 |
| Department | **34 - Debt Service** Totals | 2,514,318.00 | 2,479,660.77 | 2,086,753.00 | 2,310,065.00 | 2,310,065.00 | 0.00 | 223,312.00 | 2,310,065.00 |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **35 - Capital Outlay** | | | | | | | | |
| Division | **72 - Machinery, Vehicles & Equipment** | | | | | | | | |
| 4741-000 | Mach & Equip Fire Property | 50,000.00 | 49,999.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | |
| Division | **72 - Machinery, Vehicles & Equipment** Totals | 50,000.00 | 49,999.00 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Division | **73 - Buildings** | | | | | | | | |
| 4720-005 | Senior Center Improvements Property | 0.00 | 0.00 | 350,000.00 | 0.00 | 0.00 | 0.00 | (350,000.00) | |
| 4721-000 | Buildings Fire Property | 0.00 | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0.00 | 350,000.00 | |
| Division | **73 - Buildings** Totals | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 350,000.00 | 0.00 | - | 0.00 |
| Division | **74 - Improvements other than Building** | | | | | | | | |
| 4730-000 | Expendable Maint Trust Fund Property | 100,000.00 | 100,000.00 | 210,000.00 | 180,000.00 | 180,000.00 | 0.00 | (30,000.00) | |
| 4730-006 | Recreation Court Resurfacing Property | 0.00 | -1,075.17 | 38,000.00 | 0.00 | 0.00 | 0.00 | (38,000.00) | |
| 4730-008 | Roadway Maint Trust Fund Roadway Maint Trust Fund | 500,000.00 | 500,000.00 | 650,000.00 | 650,000.00 | 650,000.00 | 0.00 | - | |
| 4760-000 | Imp Other than Building Other Property | 120,000.00 | 120,000.00 | 0.00 | 285,000.00 | 285,000.00 | 0.00 | 285,000.00 | |
| Division | **74 - Improvements other than Building** Totals | 720,000.00 | 718,924.83 | 898,000.00 | 1,115,000.00 | 1,115,000.00 | 0.00 | 217,000.00 | - |
| Department | **35 - Capital Outlay** Totals | 770,000.00 | 768,923.83 | 1,248,000.00 | 1,465,000.00 | 1,465,000.00 | 0.00 | 217,000.00 | - |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Department | **40 - TRA to SRF** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4905-011 | Transfer to Special Revenue Fund Other | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 350,000.00 | 0.00 | - | |
| 4910-000 | Trans to capital reserve fund Other | 323,000.00 | 323,000.00 | 724,000.00 | 292,000.00 | 292,000.00 | 0.00 | (432,000.00) | |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / Geographic Information Systems (GIS) | 1.00 | 28,000.00 | 28,000.00 | | | | | |
| | Initial Dept Head Budget / Pillsbury Cemetery Expansion | 1.00 | 100,000.00 | 100,000.00 | | | | | |
| | Initial Dept Head Budget / Fire Equipment | 1.00 | 164,000.00 | 164,000.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 292,000.00 | | | | | |
| Division | **00 - Non-Divisional** Totals | 323,000.00 | 323,000.00 | 1,074,000.00 | 642,000.00 | 642,000.00 | 0.00 | (432,000.00) | - |
| Department | **40 - TRA to SRF** Totals | 323,000.00 | 323,000.00 | 1,074,000.00 | 642,000.00 | 642,000.00 | 0.00 | (432,000.00) | - |
| Fund | **100 - General Fund** Totals | **30,038,656.00** | **29,238,244.05** | **32,071,182.00** | **32,906,615.00** | **32,906,615.00** | **0.00** | **853,433.00** | **30,829,615.00** |

# PUBLIC WORKS & ENGINEERING DEPARTMENT

## Division: Environmental Services - Sewer

### Mission Statement:

Build and maintain a public sewer infrastructure primarily in commercial and industrially zoned land to stimulate diversified business development and expand the tax base; provide environmentally friendly and superior sewage disposal alternatives for business and residential growth; monitor and regulate industrial discharges to the public system.

### Major Services/Responsibilities:

Administer and Enforce Industrial Pretreatment Program.
Inspect, Maintain, Repair and Operate Sewer Collection and Transmission System
Implement and Maintain Sewer Ordinance, Inter-municipal Sewer Agreements, Sewer Billing Program
Review Sewer Development Proposals, Write Permits, and Inspect Sewer Construction
Plan New Infrastructure Development.

### Key Fiscal Year Objectives:

Implement the January 2005 Wastewater Facilities Plan's recommendations to address future public sewer system needs
Maintain 100 % Compliance with the Town's Industrial Pretreatment Program.
Implement and execute asset management approach to cost effectively maximize the useful life of the $33 million sewer collection and transmission systems.
Maintain Sewer Operating Budget That Is Fully Funded by Sewer Users of the System.

### Performance Measures:

| Description | Actual | | | Projected | |
|---|---|---|---|---|---|
| | FY- 13/14 | FY- 14/15 | FY- 15/16 | FY- 16/17 | FY- 17/18 |
| No. Sewer Service Accounts | 1,760 | 1,794 | 1,876 | 1,955 | 2,035 |
| No. Londonderry Flow-MGD* | 1.50 | 1.55 | 1.55 | 1.60 | 1.65 |
| So. Londonderry Flow-MGD* | 0.100 | 0.110 | 0.115 | 0.130 | 0.140 |
| Miles of Sewer Lines | 40.00 | 40.00 | 41.00 | 41.00 | 41.00 |

* MGD-Millions Gallons per Day

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Fund | **200 - Sewer** | | | | | | | | |
| | EXPENSE | | | | | | | | |
| Department | **50 - Sewer** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4110-000 | Regular Salaries | 79,652.00 | 83,223.63 | 83,788.00 | 85,131.00 | 85,131.00 | 0.00 | 1,343.00 | |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / LAEA Admin Time | 1.00 | 1,532.00 | 1,532.00 | | | | | |
| | Initial Dept Head Budget / LAEA Vacation Cash Out | 1.00 | 1,532.00 | 1,532.00 | | | | | |
| | Initial Dept Head Budget / Env. Engineer | 1.00 | 82,067.00 | 82,067.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 85,131.00 | | | | | |
| 4210-000 | Health Ins Benefits | 19,885.00 | 19,892.08 | 25,462.00 | 19,135.00 | 19,135.00 | 0.00 | (6,327.00) | |
| 4215-000 | Life Ins Benefits | 1,161.00 | 1,226.41 | 1,305.00 | 1,436.00 | 1,436.00 | 0.00 | 131.00 | |
| 4219-000 | Dental Ins Benefits | 1,048.00 | 1,047.80 | 1,048.00 | 1,048.00 | 1,048.00 | 0.00 | - | |
| 4220-000 | FICA Benefits | 4,938.00 | 4,902.28 | 5,195.00 | 5,278.00 | 5,278.00 | 0.00 | 83.00 | |
| 4225-000 | Medicare Benefits | 1,155.00 | 1,146.51 | 1,216.00 | 1,234.00 | 1,234.00 | 0.00 | 18.00 | |
| 4230-000 | Retirement Benefits | 8,897.00 | 9,229.62 | 9,360.00 | 9,509.00 | 9,509.00 | 0.00 | 149.00 | |
| 4260-000 | Workers' comp Benefits | 1,044.00 | 927.83 | 987.00 | 815.00 | 815.00 | 0.00 | (172.00) | |
| 4315-000 | Usage Services | 1,180,000.00 | 987,560.64 | 1,378,353.00 | 1,329,706.00 | 1,329,706.00 | 0.00 | (48,647.00) | |
| 4320-000 | Legal general Services | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | - | |
| 4330-000 | MGMT services Services | 370,000.00 | 180,655.03 | 370,000.00 | 380,000.00 | 380,000.00 | 0.00 | 10,000.00 | |
| 4341-000 | Telephone Services | 3,950.00 | 3,973.80 | 3,950.00 | 4,150.00 | 4,150.00 | 0.00 | 200.00 | |
| 4410-000 | Electric Services | 32,500.00 | 27,604.28 | 32,500.00 | 32,500.00 | 32,500.00 | 0.00 | - | |
| 4411-000 | Heat & oil Services | 12,000.00 | 6,731.15 | 12,000.00 | 12,000.00 | 12,000.00 | 0.00 | - | |
| 4412-000 | Water Services | 800.00 | 371.64 | 800.00 | 800.00 | 800.00 | 0.00 | - | |
| 4417-000 | Water analysis Services | 21,000.00 | 10,598.00 | 21,000.00 | 21,000.00 | 21,000.00 | 0.00 | - | |
| 4418-000 | Pretreatment Services | 35,000.00 | 22,350.05 | 35,000.00 | 35,000.00 | 35,000.00 | 0.00 | - | |
| 4430-000 | Repairs & maint Service | 187,848.00 | 125,014.47 | 207,475.00 | 206,400.00 | 206,400.00 | 0.00 | (1,075.00) | |
| 4550-000 | Printing Services | 950.00 | 324.99 | 950.00 | 950.00 | 950.00 | 0.00 | - | |
| 4570-000 | Sem & workshops Services | 1,600.00 | 2,094.41 | 1,600.00 | 1,600.00 | 1,600.00 | 0.00 | - | |
| 4575-000 | Travel & mileage Services | 250.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0.00 | - | |
| 4620-000 | Office supplies Supplies | 950.00 | 890.49 | 950.00 | 950.00 | 950.00 | 0.00 | - | |
| 4625-000 | Postage Supplies | 2,700.00 | 50.24 | 2,700.00 | 2,700.00 | 2,700.00 | 0.00 | - | |
| 4660-000 | Vehicle repairs Supplies | 1,500.00 | 3,102.62 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | - | |
| 4680-000 | Dept. expense Supplies | 0.00 | 239,916.50 | 3,450,000.00 | 2,400,000.00 | 2,400,000.00 | 0.00 | (1,050,000.00) | |
| | Budget Transactions | | | | | | | | |
| | *Level* / *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* | | | | | |
| | Initial Dept Head Budget / South Londonderry Interceptor | 1.00 | 300,000.00 | 300,000.00 | | | | | |
| | Initial Dept Head Budget / Pettengill Rd. Extension | 1.00 | 500,000.00 | 500,000.00 | | | | | |
| | Initial Dept Head Budget / Sanitary Force Main | 1.00 | 1,600,000.00 | 1,600,000.00 | | | | | |
| | Initial Dept Head Budget Totals | | | 2,400,000.00 | | | | | |
| 4690-000 | Other misc Supplies | 3,000.00 | 290.19 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | - | |
| 4740-000 | Mach & equip Property | 321,536.00 | 0.00 | 336,000.00 | 365,900.00 | 365,900.00 | 0.00 | 29,900.00 | |
| 4901-000 | Transfer to General Fund Other | 320,000.00 | 320,000.00 | 320,000.00 | 320,000.00 | 320,000.00 | 0.00 | - | |
| Division | **00 - Non-Divisional** Totals | 2,618,364.00 | 2,053,124.66 | 6,311,389.00 | 5,246,992.00 | 5,246,992.00 | 0.00 | (1,064,397.00) | - |
| Department | **50 - Sewer** Totals | 2,618,364.00 | 2,053,124.66 | 6,311,389.00 | 5,246,992.00 | 5,246,992.00 | 0.00 | (1,064,397.00) | - |
| Department | **52 - Derry Sewer** | | | | | | | | |
| Division | **00 - Non-Divisional** | | | | | | | | |
| 4690-000 | Other misc Supplies | 0.00 | 547,673.61 | 0.00 | 0.00 | 0.00 | 0.00 | - | |
| Division | **00 - Non-Divisional** Totals | 0.00 | 547,673.61 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Department | **52 - Derry Sewer** Totals | 0.00 | 547,673.61 | 0.00 | 0.00 | 0.00 | 0.00 | - | - |

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| | EXPENSE TOTALS | 2,618,364.00 | 2,600,798.27 | 6,311,389.00 | 5,246,992.00 | 5,246,992.00 | 0.00 | (1,064,397.00) | - |
| Fund | **200 - Sewer** Totals | 2,618,364.00 | 2,600,798.27 | 6,311,389.00 | 5,246,992.00 | 5,246,992.00 | 0.00 | (1,064,397.00) | - |

# POLICE

## Outside Detail

### Mission Statement:

To provide services to the Community in a manner consistent with the overall departmental pro-active approach. To be responsive to the needs of the community during events that are privately funded but have an effect on safety within the community.

### Major Services/Responsibilities:

Special events and special duty detail management

### Key Fiscal Year Objectives:

Funding this program insures the safety of the public during those instances when the taxpayer should not be responsible for the cost. The objective of this program is to have the Town fully reimbursed for the cost of the service along with the assurance that public safety is not jeopardized

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Fund | **220 - Police Outside Detail** | | | | | | | | |
| | EXPENSE | | | | | | | | |
| Department | **56 - Police Outside Detail** | | | | | | | | |
| Division | **11 - Uniformed Officer Division** | | | | | | | | |
| 4110-000 | Regular Salaries | 375,000.00 | 208,945.50 | 375,000.00 | 375,000.00 | 375,000.00 | 0.00 | 0.00 | |
| 4225-000 | Medicare Benefits | 5,439.00 | 2,967.17 | 5,439.00 | 5,439.00 | 5,439.00 | 0.00 | 0.00 | |
| 4230-000 | Retirement Benefits | 94,875.00 | 51,785.20 | 98,925.00 | 110,363.00 | 110,363.00 | 0.00 | 11,438.00 | |
| 4260-000 | Workers' comp Benefits | 16,209.00 | 14,404.91 | 15,314.00 | 15,504.00 | 15,504.00 | 0.00 | 190.00 | |
| Division | **11 - Uniformed Officer Division** Totals | 491,523.00 | 278,102.78 | 494,678.00 | 506,306.00 | 506,306.00 | 0.00 | 11,628.00 | - |
| Department | **56 - Police Outside Detail** Totals | 491,523.00 | 278,102.78 | 494,678.00 | 506,306.00 | 506,306.00 | 0.00 | 11,628.00 | - |
| | EXPENSE TOTALS | 491,523.00 | 278,102.78 | 494,678.00 | 506,306.00 | 506,306.00 | 0.00 | 11,628.00 | - |
| Fund | **220 - Police Outside Detail** Totals | 491,523.00 | 278,102.78 | 494,678.00 | 506,306.00 | 506,306.00 | 0.00 | 11,628.00 | - |

# POLICE

## Division: Airport

### Mission Statement:

To provide services to the Manchester/Boston Regional Airport (MHT) located in the Town of Londonderry in a manner consistent with the overall departmental pro-active approach and the resources allocated to achieve those goals. To be responsive to the needs of the community and the Manchester/Boston Regional Airport which is a quasi-public entity but has an effect on safety within the community.

### Major Services/Responsibilities:

Airport Division law enforcement detail management

### Key Fiscal Year Objectives:

Funding this program insures the safety of the public at the Manchester/Boston Regional Airport located in the Town of Londonderry. The objective of this program is to have the Town fully reimbursed for the cost of the service along with the assurance that public safety is not jeopardized

### Performance Measures:

Not Applicable

# Town of Londonderry
# Fiscal Year 2018 Expenditure Budget

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| Fund | **230 - Police Airport Division** | | | | | | | | |
| | EXPENSE | | | | | | | | |
| Department | **57 - Police Airport Division** | | | | | | | | |
| Division | **11 - Uniformed Officer Division** | | | | | | | | |
| 4110-000 | Regular Salaries | 1,279,682.00 | 1,191,550.47 | 1,318,516.00 | 1,332,844.00 | 1,332,844.00 | 0.00 | 14,328.00 | |

Budget Transactions

| *Level* | *Transaction* | *Number of Units* | *Cost Per Unit* | *Total Amount* |
|---|---|---|---|---|
| Initial Dept Head Budget | Shift Differential | 1.00 | 9,920.00 | 9,920.00 |
| Initial Dept Head Budget | Holiday Pay | 1.00 | 34,225.00 | 34,225.00 |
| Initial Dept Head Budget | Patrol Officer (open position) | 1.00 | 60,083.00 | 60,083.00 |
| Initial Dept Head Budget | Sergeant (open position) | 1.00 | 74,265.00 | 74,265.00 |
| Initial Dept Head Budget | Captain | 1.00 | 95,569.00 | 95,569.00 |
| Initial Dept Head Budget | MPT | 2.00 | 68,236.00 | 136,472.00 |
| Initial Dept Head Budget | Sergeant | 4.00 | 78,536.00 | 314,144.00 |
| Initial Dept Head Budget | Patrol Officer | 9.00 | 67,574.00 | 608,166.00 |
| Initial Dept Head Budget Totals | | | | 1,332,844.00 |

| Account # | Description | 2016 Amended Budget | 2016 Actual Amount | 2017 Amended Budget | 2018 Initial Dept Head Budget | 2018 Town Manager Budget | 2018 Town Council Budget | Inc. / (Dec.) | Default |
|---|---|---|---|---|---|---|---|---|---|
| 4140-000 | Overtime Salaries | 220,043.00 | 163,515.79 | 220,043.00 | 220,043.00 | 220,043.00 | 0.00 | 0.00 | |
| 4210-000 | Health Ins Benefits | 251,174.00 | 362,824.16 | 363,342.00 | 338,458.00 | 338,458.00 | 0.00 | -24,884.00 | |
| 4215-000 | Life Ins Benefits | 20,136.00 | 19,277.28 | 22,419.00 | 23,711.00 | 23,711.00 | 0.00 | 1,292.00 | |
| 4219-000 | Dental Ins Benefits | 16,468.00 | 24,285.00 | 20,583.00 | 19,291.00 | 19,291.00 | 0.00 | -1,292.00 | |
| 4225-000 | Medicare Benefits | 21,746.00 | 20,205.71 | 22,269.00 | 22,517.00 | 22,517.00 | 0.00 | 248.00 | |
| 4230-000 | Retirement Benefits | 395,629.00 | 368,884.42 | 405,141.00 | 457,014.00 | 457,014.00 | 0.00 | 51,873.00 | |
| 4241-0 | Training Benefits | 15,420.00 | 218.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4260-0 | Workers' comp Benefits | 23,937.00 | 21,942.92 | 25,192.00 | 23,885.00 | 23,885.00 | 0.00 | -1,307.00 | |
| 4290-000 | Uniforms & cleaning Benefits | 26,200.00 | 14.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4330-000 | MGMT services Services | 4,800.00 | 495.52 | 4,800.00 | 4,800.00 | 4,800.00 | 0.00 | 0.00 | |
| 4520-000 | Property ins Services | 35,452.00 | 15,419.85 | 16,654.00 | 18,040.00 | 18,040.00 | 0.00 | 1,386.00 | |
| 4740-000 | Mach & equip Property | 0.00 | 3,020.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4901-000 | Transfer to General Fund Other | 95,000.00 | 96,924.38 | 95,000.00 | 95,000.00 | 95,000.00 | 0.00 | 0.00 | |
| Division | **11 - Uniformed Officer Division** Totals | 2,405,687.00 | 2,288,578.11 | 2,513,959.00 | 2,555,603.00 | 2,555,603.00 | 0.00 | 41,644.00 | - |
| Department | **57 - Police Airport Division** Totals | 2,405,687.00 | 2,288,578.11 | 2,513,959.00 | 2,555,603.00 | 2,555,603.00 | 0.00 | 41,644.00 | - |
| | EXPENSE TOTALS | 2,405,687.00 | 2,288,578.11 | 2,513,959.00 | 2,555,603.00 | 2,555,603.00 | 0.00 | 41,644.00 | - |
| Fund | **230 - Police Airport Division** Totals | 2,405,687.00 | 2,288,578.11 | 2,513,959.00 | 2,555,603.00 | 2,555,603.00 | 0.00 | 41,644.00 | - |

# *Town of Londonderry, New Hampshire*
# *Capital Improvements Plan*
# *FY2018- FY2023*


***Prepared by the Londonderry Capital Improvement Planning Committee***
Chair: John Farrell, Town Council
Vice Chair: Stephen Young, School Board
Rick Brideau, Planning Board
Greg Warner, Budget Committee (James J Hooley, Alt.)
Leitha Reilly, School Board
Mary Wing Soares, Planning Board

***Staff:***
Colleen Mailloux, AICP, Town Planner
John Vogl, GIS Manager/Comprehensive Planner
Doug Smith, Finance Director
Peter Curro, School Department Business Administrator
Kirby Wade, Executive Assist. to the Town Manager

***Adopted by the Londonderry Planning Board - October 12, 2016:***
Art Rugg, Chair
Mary Wing Soares, Vice Chair
Chris Davies, Secretary
Scott Benson Asst. Secretary
Leitha Reilly
Al Sypek
Rick Brideau, Ex-Officio
Giovanni Verani, Ex-Officio
Ann Chiampa, Alternate
Ted Combes, Alternate
Jim Butler, Town Council Ex-Officio
John Farrell, Alt. Town Council Ex-Officio

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## Introduction

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Londonderry's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and plan for future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of municipal projects and their associated costs. Over the six-year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of existing or new population and businesses.

A CIP is an **advisory document** that can serve a number of purposes, among them to:

- Guide the Town Council, School Board, and the Budget Committee in the annual budgeting process;
- Contribute to stabilizing the Town's real property tax rate;
- Aid the prioritization, coordination, and sequencing of various municipal improvements;
- Inform residents, business owners, and developers of planned improvements;
- Provide the necessary legal basis for ongoing administration and periodic updates of the Londonderry Growth Management Ordinance;
- Provide the necessary legal basis continued administration and periodic updates of the Londonderry Impact Fee Ordinance.

*A CIP is purely advisory in nature. Ultimate funding decisions are subject to the budgeting process and the annual Town meeting. Inclusion of any given project in the CIP does not constitute an endorsement by the CIP Committee. Rather, the CIP Committee is bringing Department project requests to the attention of the Town, along with recommended priorities, in the hope of facilitating decision making by the Town.*

Information contained in this report was submitted to the Committee from the various town Departments and Boards and Committees that supplied information on their projects. Although this Capital Improvements Plan spans a six-year planning horizon the Plan is updated annually to reflect changing demands, new needs, and regular assessment of priorities.

This document contains those elements required by law to be included in a Capital Improvements Plan. The Londonderry Capital Improvement Planning Committee has prepared this report under the authority of the Planning Board and RSA 674:5-8 (Appendix A).

For purposes of the CIP, a "capital project" is defined as a tangible project or asset having a cost of at least $100,000 and a useful life of at least five years. Eligible items include new buildings or additions, land purchases, studies, substantial road improvements and purchases of major vehicles and equipment. Operating expenditures for personnel and other general costs are not included. Expenditures for maintenance or repair are generally not included unless the cost or scope of the project is substantial enough to increase the level of a facility improvement.

## Population and Build Out

The most recent Census reporting from 2014 indicates the population of Londonderry is 24,247. As of the 2010 US Census, approximately 24,129 people lived in Londonderry, up from 23,236 in 2000 (US Census). At that time, Londonderry was the 10th largest community in the state. The 2010 populations for abutting communities is presented on the following page for perspective. Recent development activity for both residential and non-residential projects clearly illustrate that Londonderry will continue to be in a growth period for the duration of this CIP planning horizon.

Population projections may be obtained from either trend-line analysis or by conducting a "Build Out Analysis" that uses Geographic Information System (GIS) tools to derive development potential based on land potential and use assumptions. The latter tool allows capability to identify growth areas where provide guidance for locating community services.

A trend-line analysis up to year 2030 was presented in a 2005 study by the NH Office of Energy and Planning (OEP). Because the OEP no longer updates population projections, this study remains the most current forecast. It does not reflect the more current 2010 Census counts. The Londonderry 2030 population was projected to be roughly 31,000 in that study.

***Population & Growth Rates: Londonderry, NH as Compared with First and Second Tier Abutting Communities (Source: NH OEP)***

| Community | 2000 Pop. | 2010 Pop. | Population Rank (2010) | Population Change ('00-'10) | Percent Change ('00-'10) |
|---|---|---|---|---|---|
| ***Londonderry*** | ***23,236*** | ***24,129*** | ***10*** | ***893*** | ***4%*** |
| | | | | | |
| Auburn | 4,682 | 4,953 | 69 | 271 | 6% |
| Hudson | 22,928 | 24,467 | 9 | 1,539 | 7% |
| Litchfield | 7,360 | 8,271 | 37 | 911 | 12% |
| Manchester | 107,006 | 109,565 | 1 | 2,559 | 2% |
| Windham | 10,709 | 13,592 | 20 | 2,883 | 27% |
| | | | | | |
| Atkinson | 6,178 | 6,751 | 48 | 573 | 9% |
| Bedford | 18,274 | 21,203 | 13 | 2,929 | 16% |
| Candia | 3,911 | 3,909 | 96 | -2 | 0% |
| Chester | 3,792 | 4,768 | 73 | 976 | 26% |
| Derry | 34,021 | 33,109 | 4 | -912 | -3% |
| Goffstown | 16,929 | 17,651 | 14 | 722 | 4% |
| Hampstead | 8,297 | 8,523 | 35 | 226 | 3% |
| Hooksett | 11,721 | 13,451 | 21 | 1,730 | 15% |
| Merrimack | 25,119 | 25,494 | 8 | 375 | 1% |
| Nashua | 86,605 | 86,494 | 2 | -111 | 0% |
| Pelham | 10,914 | 12,897 | 24 | 1,983 | 18% |
| Salem | 28,112 | 28,776 | 7 | 664 | 2% |
| Sandown | 5,143 | 5,986 | 57 | 843 | 16% |

As part of the 2013 Comprehensive Master Plan, the Town created a Build-Out Analysis to consider population growth according to two scenarios: 1)Trend Development, which assumed existing zoning conditions would remain into the future, and 2) Villages and Corridors, that assumed increased density and development within identified growth centers. These effectively provide baseline and accelerated growth estimates for build-out, or the point at which all available land is developed to maximum zoning capacity. Employment estimates are generated based on estimates of new square feet of building space under each scenario.

The Trend Development alternative supports a population of 30,786 and a labor force of 27,510 at build-out. This is an increase of 28% and 104% compared to current conditions, respectively. The Villages & Corridors alternative supports a population of 37,850 and a labor force of 55,380 at build-out. This is an increase of 57% and 311% compared to current conditions, respectively.

No firm date is associated with build out; rather, it should be considered a ceiling estimate, barring major redevelopment of existing residential areas.

***Master Plan Build-Out Analysis: Scenario Comparison***

| | Trend Development Scenario | Villages and Corridors Scenario |
|---|---|---|
| Current Population | 24,129 | 24,129 |
| Build-Out Population | 30,786 | 37,580 |
| Current Employment | 13,474 | 13,474 |
| Build-Out Employment | 27,510 | 55,380 |

*Trend Development Scenario*
This scenario continues to use low-density, single-use development patterns to meet future demand, which means rural areas will become new residential neighborhoods or strip center development

*Villages and Corridors Scenario*
This scenario introduces the concept of mixed-use, walkable neighborhoods and activity centers to Londonderry, which should capture a significant amount of growth through build-out within small nodes. Development concentrated in these centers (impacting only 15% of the total land area in town) protects existing residential neighborhoods and provides the opportunity to permanently preserve more open space.

*Source: 2013 Comprehensive Master Plan. Build out Analysis conducted by Town Planning and Urban Design Collaborative for the Town of Londonderry.*

## Financing Methods

In the project summaries below, there are several different financing methods used. Four methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting.

- The ***7-Year Appropriation (GF)*** is the most common method, and refers to those projects proposed to be funded by real property tax revenues within a single fiscal year.
- The ***Capital Reserve (CRF)*** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost.
- ***Lease/Purchase*** method has been used by the Fire Department and other departments for the purchase of major vehicles.
- ***Bonds (BD)*** are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of school or municipal buildings or facilities, and allow capital facilities needs to be met immediately while spreading out the cost over many years in the future.
- ***Impact fees (IF)*** are collected from new development to pay for new facility capacity and placed in a fund until they are either expended within six years as part of the project finance or they are returned to the party they were collected from.
- ***Grants (GR)*** are also utilized to fund capital projects in Londonderry. Typically, grants will cover a portion of the overall project cost, and the Town is responsible for the remaining percentage of the project cost.
- ***Tax Increment Financing (TIF)*** TIF Districts allow the Town to use increases in valuation of property to directly pay off bonds for infrastructure improvements and capital projects within a defined district. TIF Districts are set up and administered according to NH RSA's, Chapter 162-K.
- ***Access Fee (AF)*** refers to money collected from users of a systems, dedicated to ongoing maintenance of townwide infrastructure.
- Lastly, the Town can take advantage of ***Public/Private Partnerships***, where a private organization shares the costs of funding a capital project.

## Identification of Departmental Capital Needs

The Londonderry CIP Committee collects forms from Department Heads and Committee Chairs to identify potential capital needs and provide descriptions for the project requests. Forms are tailored by the CIP Committee and the Planning and Economic Development Department to generate information that defines the relative need and urgency for projects, and enables long-term monitoring of a project's useful life and returns. The CIP submittal form is included in Appendix B.

After written descriptions of potential capital projects are submitted, department heads or committee chairs are asked to come before the CIP Committee, as needed, to explain their capital needs and priorities and to explore with the CIP Committee the alternative approaches available to achieve the optimum level of capital needs and improvements.

The CIP Committee evaluates requests submitted from Department Heads, Boards & Committees, and assigns them to the 6-year schedule according to the priority of all capital requests. The following pages describe each of the requests that have been placed in the 6-year CIP program, and include: spreadsheets of the schedule, funding sources, tax impacts, and other required information.

## Priority System

The Committee has established a system to assess the relative priority of projects requested by the various departments, boards, and committees. Each proposed project is individually considered by the Committee and assessed a priority rank based on the descriptions below:

- **Priority 1 – Urgent**
  Cannot Be Delayed: Needed immediately for health & safety
- **Priority 2 - Necessary**
  Needed within 3 years to maintain basic level & quality of community services.
- **Priority 3 - Desirable**
  Needed within 4-6 years to improve quality or level of services.
- **Priority 4 - Deferrable**
  Can be placed on hold until after 6 year scope of current CIP, but supports community development goals.
- **Priority 5 - Premature**
  Needs more research, planning & coordination
- **Priority 6 - Inconsistent**
  Contrary to land-use planning or community development goals.

# Listing & Discussion of Projects by Priority

## Priority 1 — Fire Department

- **Central Station Renovations - $4,083,433**

  *Project Description:* The existing building was constructed in the $5^{3\ 1}$4s by $^{D}$ire$^{D}$ighters who worked in Town. Since then, the Department has grown and experienced a steady increase in call volume. This project will add additional square footage to the existing building along with renovating the existing space to meet current and future needs of the department. Additional space to include Administration, Operations, Communications, Radio equipment room, Fire Prevention, Plans Review Spaces, Decon Area, Medical Equipment Supply Storage, Gear Storage, Maintenance area and Laundry. The renovation will also provide a general reconfiguration of the station work spaces to meet the demands of the public and increase efficiency and work flow.

  *Funding Source: BD*
  *Proposed Funding Year: FY 2018 (Architectural and Engineering); $408,343*
  *FY 2019 (Construction); $3,675,090*

## Priority 1 — Fire Department / Police Department / Department of Public Works

- **Communication Equipment Infrastructure Upgrade - $4,200,000***

  *Project Description:* The Fire Department is seeking to upgrade the current emergency communications system within the Town. This plan will improve communications with emergency responders, local DPW and other agencies within our broader mutual aid area. The current system is aging and has been difficult to repair due to the age of existing equipment. This upgrade will provide a state of the art communications system for Londonderry and allow for the expansion of services with surrounding communities which will generate revenue for the Town. This plan replaces existing equipment for Police, Fire and DPW and establishes new sites to construct additional towers that will enhance service in areas that are difficult to communicate with.

  **This project was moved to Priority 1 by the Planning Board, with full funding of $4.2M, Final purchase or lease arrangement and funding mechanism to be determined in future budgets.*

  *Funding Source: BD/GF*
  *Proposed Funding Year: FY 2018 (BD) $4,200,000*

## Priority 2 — School District

- **New SAU Office- $3,700,000**

  *Project Description:* This project is to build a new SAU District Of$^{D}$ice. The existing building needs extensive HVAC renovations to address the poor air quality issues. Also, due to growth of the School District, overcrowding has led to poor working conditions and inefficient operations.

  *Funding Source: CRF/BD*
  *Proposed Funding Year: FY 2019 (Architectural and Engineering); $370,000*
  *FY 2020 (Construction); $3,330,000*

## Conservation Commission

**Priority 2**

- **Outdoor Recreation Enhancements - $414,000***

  *Project Description:* In 6458, the Conservation Commission and the Planning Department completed conceptual plans for improvement of outdoor recreation opportunities on town owned land and rights of way. At this point, the Commission has completed a feasibility study and is seeking to improve accessibility, recreational opportunities and amenities at the Kendall Pond Conservation Area. Regarding accessibility, the plans will open the approach to the site, add signage, double the parking area and install lighting to create a safer, more inviting entrance. The plans call for widening existing trails and installing additional trails with a stone dust surface as well as installing wetland viewing platforms. New boardwalks will be installed throughout the parcel to crossings wet areas and provide access to new, undeveloped acreage. The goal is for handicap accessible trails similar to the town's rail trail.

  **The project budget was established by the Planning Board, based on information provided by the Conservation Commission at the 10/12 public hearing.*

  *Funding Source: CRF/GF*
  *Proposed Funding Year: FY 2018; $414,000*

## School Department

**Priority 3**

- **Auditorium - $9,000,000**

  *Project Description:* To construct a new auditorium for the needs of the District's music, performing arts programs. Planning seating capacity is under 1,000. When available, the building will be open to other community programs and organizations.

  *Funding Source: BD*
  *Proposed Funding Year: FY 2019 (Architectural and Engineering); $900,000*
  *FY 2020 (Construction); $8,100,000*

## School Department

**Priority 3**

- **New School Facility - $24,000,000**

  *Project Description:* With the increase in growth of student population, and the school board's desire to maintain appropriate class size and maintain the current in-house SPED programs, it may be necessary in the near future to construct a new school facility. This project will involve construction of a new school facility, likely an elementary school near the East/Northeast section of Town.

  *Funding Source: BD*
  *Proposed Funding Year: FY 2022 (Architectural and Engineering); $2,400,000*
  *FY 2023 (Construction); $21,600,000*

**Priority 3** **Heritage Commission**

- **Town Common Drainage Improvements - $225,000***

  *Project Description:* The Heritage Commission is seeking funding to improve drainage conditions on the Town Common, tax map 6 lot 98. The project scope will involve regrading the area and installing catch basins/drainage pipes to collect and redirect standing water. The project will be managed by the Department of Public Works and engineering. The Heritage Commission seeks to have the improvements completed prior to the Town's 300th anniversary in 2019. The Commission desires to seek funding on the 2017 Warrant Article and construction in the following construction season.

  **This project was inserted by the Planning Board for funding in FY 2018..*

  *Funding Source: GF*
  *Proposed Funding Year: FY 2018 $225,000*

**Priority 3** **School District**

- **Middle School Renovations - $3,000,000**

  *Project Description:* In $5^{3\ 2\ 0}$, the Middle School significantly expanded the amount of classrooms to meet the growth in town. However, nothing was ever done to core facilities. Now that the Town is growing again, student enrollment will require attention to core facilities. Core facilities include necessary, non-academic spaces, including the administrative offices, gymnasium, cafeteria, kitchen and utilities.

  *Funding Source: BD*
  *Proposed Funding Year: FY 2022 (Architectural and Engineering); $300,000*
  *FY 2023 (Construction); $2,700,000*

**Priority 3** **Public Works & Engineering - Environmental Division**

- **South Londonderry Sewer Phase II - $3,631,050**

  *Project Description:* Construction of the South Londonderry Phase II sewer project, expanding service area to capture a mix of commercial and residential land uses, north and south of Route 102, consistent with the Town's Sewer Facility Plan adopted in 2005.

  *Funding Source: AF/BD*
  *Proposed Funding Year: FY 2022 (Architectural and Engineering); $363,105*
  *FY 2023 (Construction); $3,267,945*

**Priority 3** **Public Works & Engineering - Sewer Division**

- **Mammoth Road (North) Sewer Extension - $410,481**

  *Project Description:* Replacement of 5,444 linear feet of sewer infrastructure in the Mammoth Road area of the "North Village", consistent with the Town's Sewer Facility Plan adopted by the Town in 2005. The existing 10-inch interceptor will be replaced with 15-inch pipe to accommodate flows from growth in this area.

  *Funding Source: AF/BD*
  *Proposed Funding Year: FY 2022 (Architectural and Engineering); $41,048*
  *FY 2023 (Construction); $369,433*

**Note Regarding Previously Appropriated Exit 4A Project**

The bond for Exit 4A was approved by a prior Town Meeting, so to that extent, it is an existing project and is not included in the CIP. In 1989, the first drawdown from this bond took place, with roughly $500,000 committed to the project's Environmental Impact Statement (EIS). The project's debt service is again beginning to impact the community, as bonds were issued in 2016 for $1.2M to support the updated Environmental Impact Statement . Currently, there is $3.3M in un-issued debt authorization. The Town anticipates spending the remainder of this appropriation between FY17 and 20. The exact timing is yet to be determined.

**Capital Reserve Project Summaries**

## Capital Reserve Accounts

The Town has established a number of Capital Reserve accounts for which annual contributions are made to support long term investments, including fleet maintenance, regular repairs/replacements or recurring costs. The intent is to provide for regular contributions so that full funding is spread over multiple payments. Capital Reserve Fund accounts are created with a Town Meeting vote to authorize the fund. A vote of the Town Council or School Board is required to withdraw from the accounts.

On the Town side, the following accounts have been created:
Cable Division
GIS Maintenance Program
Highway
Fire Apparatus
Fire Equipment
Master Plan Update
Pillsbury Cemetery Expansion
Roadway Reconstruction

## Capital Reserve Project Summaries

### Public Works & Engineering - Highway Division

- **Capital Reserve Program for Highway Trucks & Equipment - See Spreadsheets for Proposed Expenditures**

  *Project Description*: Ongoing Capital Reserve expenditure for replacement of highway trucks and equipment on a ten and seven-year cycle.

  *Funding Source: CRF/Lease*

### Fire Department

- **Capital Reserve Program for Fire Equipment/Trucks - See Spreadsheets for Proposed Expenditures**

  *Project Description*: Ongoing Capital Reserve expenditure to replace the fleet, as changes in growth have made the 20-year replacement plan obsolete.
  Town Council added a new Fire Tanker in 2018 to the vehicle stock.
  *Funding Source: CRF/Lease*

## PROJECT SCORING AND PRIORITY SUMMARY

*Table updated to reflect final project list and associated costs, as approved by the Planning Board*

**2018 - 2023 CIP Project Submissions - 8-8-2016 Meeting Worksheet**

| Project | Department | Cost | Placement in 2017-2022 CIP | 2015 CIP Committee Score | 2016 Dept/Board Score | 2016 CIP Committee Score | CIP Committee Priority Assignment | CIP Committee Placement in 18-23 CIP FY | Warrant Article Year | |
|---|---|---|---|---|---|---|---|---|---|---|
| Central Fire Station Renovations | Fire | $4,083,433 | FY 17 (A&E) FY 18 (Const) | 29 | 32 | 32 | 1 | 2018 A&E 2019 Const | 2017 A&E; 2018 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| Communication Equipment Infrastructure Upgrade | Fire | $4,200,000* | N/A | N/A | 24 | 24 | 2 | 2019 | 2018 | |
| Auditorium | School District | $9,000,000 | Priority 2, FY 15-16 (A&E), FY16-17 (Const) | 24 | 20 | 20 | 3 | 2019 A&E 2020 Const | 2018 A&E; 2019 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| New SAU Office | School District | $3,700,000 | Priority 2, FY 20 | 23 | 23 | 23 | 2 | 2019 A&E 2020 Const | 2018 A&E; 2019 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| New School Facility | School District | $24,000,000 | N/A | N/A | 28 | 28 | 3 | 2022 A&E 2023 Const | 2021 A&E; 2022 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| Middle School Renovations | School District | $3,000,000 | N/A | N/A | 24 | 24 | 3 | 2022 A&E 2023 Const | 2021 A&E; 2022 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| Sanitary Sewer - South Londonderry, Phase II | DPW - Sewer | $3,631,050 | Priority 4, FY 19 | 17 | 23 | 23 | 3 | 2022 A&E 2023 Const | 2022 A&E; 2023 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| Sanitary Sewer Replacement - Section of Mammoth Road | DPW - Sewer | $410,481 | Priority 4, FY 19 | N/A | 22 | 22 | 3 | 2022 A&E 2023 Const | 2022 A&E; 2023 Const | A&E Costs assumed to be 10% of total; Construction 90% of total |
| Outdoor Recreation Enhancements | Conservation Commission | $414,000** | Priority 3, FY 17 | N/A | 19 | 19 | 2 | 2018 | 2017 | |
| Town Common Drainage Improvements*** | Heritage Commission | $225,000 | Priority 3, FY 17 | N/A | 8 | N/A | 3 | 2018 | 2017 | |

* The project cost for this item was updated by the Planning Board and represents full funding at $4.2 M.
** The project cost for this item was updated by the Planning Board at the 10/12 public hearing
*** This project was inserted by the Planning Board and was not subject to CIP Committee review

| | |
|---|---|
| 1 - Urgent | Cannot be Delayed; Needed immediately for health & safety |
| 2 - Necessary | Needed within 3 years to maintain basic level & quality of community services |
| 3 - Desirable | Needed within 4-6 years to improve quality or level of services. |
| 4 - Deferrable | Can be placed on hold until after 6 year scope of current CIP, but supports community development goals. |
| 5 - Premature | Needs more research, planning & coordination |
| 6 - Inconsistent | Contrary to land use planning or community development goals. |

## SUMMARY OF ALL CAPITAL PROJECTS (Total Project Costs) FY 2018- 2023

| Department/Project | COST | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| HIGHWAY | | | | | | | | | |
| Roadway Maintenance Trust | $7,140,000 | $650,000 | $765,000 | $985,000 | $1,035,000 | $1,135,000 | $1,235,000 | $1,335,000 | $7,140,000 |
| Mammoth Road Sewer Replacement (portion) | $410,481 | | | | | | | $410,481 | $410,481 |
| Pettengill Road Sewer Replacement | $700,000 | $700,000 | | | | | | | $700,000 |
| So Londonderry Sewer Phase II | $3,631,050 | | | | | | | $3,631,050 | $3,631,050 |
| CRF-Hwy. Equipment/Trks | $1,658,000 | $200,000 | $311,000 | $222,000 | $240,000 | $350,000 | $185,000 | $150,000 | $1,658,000 |
| Highway Sub-Total | $13,539,531 | $1,550,000 | $1,076,000 | $1,207,000 | $1,275,000 | $1,485,000 | $1,420,000 | $5,526,531 | $13,539,531 |
| FIRE DEPARTMENT | | | | | | | | | |
| CRF-Fire Apparatus (Including Capital Leases) | $2,656,712 | $521,085 | $518,959 | $516,832 | $274,959 | $274,959 | $274,959 | $274,959 | $2,656,712 |
| CRF-FF Equipment | $338,456 | $42,197 | $47,819 | $38,440 | $37,000 | $48,000 | $58,000 | $67,000 | $338,456 |
| Communications Equipment-Infrastructure Upgrade | $4,200,000 | | $4,200,000 | | | | | | $4,200,000 |
| Fire Improvement-Central Station | $4,083,433 | | $408,343 | $3,675,090 | | | | | $4,083,433 |
| Fire Sub-Total | $11,278,601 | $563,282 | $5,175,121 | $4,230,362 | $311,959 | $322,959 | $332,959 | $341,959 | $11,278,601 |
| COMMUNITY DEVELOPMENT DEPARTMENT | | | | | | | | | |
| GIS Maintenance Program | $196,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $196,000 |
| Community Development Sub-Total | $196,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $196,000 |
| GENERAL GOVERNMENT | | | | | | | | | |
| Londonderry Senior Center | $350,000 | 350,000 | | | | | | | $350,000 |
| Town Common Drainage Improvements | $225,000 | | 225,000 | | | | | | $225,000 |
| Outdoor Recreation Feasibility and Cost Analysis | $414,000 | | 414,000 | | | | | | $414,000 |
| Exit 4A Construction | $3,300,000 | | | | 3,300,000 | | | | $3,300,000 |
| Sub-Total - General Gov't | $4,289,000 | $350,000 | $639,000 | $0 | $3,300,000 | $0 | $0 | $0 | $4,289,000 |
| Grand Total - Town Projects | $29,303,132 | $2,491,282 | $6,918,121 | $5,465,362 | $4,914,959 | $1,835,959 | $1,780,959 | $5,896,490 | $29,303,132 |
| Summary - ALL CAPITAL PROJECTS | | | | | | | | | |
| Town Projects | $29,303,132 | $2,491,282 | $6,918,121 | $5,465,362 | $4,914,959 | $1,835,959 | $1,780,959 | $5,896,490 | $29,303,132 |
| School Projects | $39,700,000 | $0 | $0 | $1,270,000 | $11,430,000 | $0 | $2,700,000 | $24,300,000 | $39,700,000 |
| TOTAL - ALL CAPITAL PROJECTS | $69,003,132 | $2,491,282 | $6,918,121 | $6,735,362 | $16,344,959 | $1,835,959 | $4,480,959 | $30,196,490 | $69,003,132 |

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# FINANCING PLAN FOR CIP MUNICIPAL PROJECTS FY 2018-2023 (Part 1)

| DEPARTMENT | CAPITAL PROJECT | COST | SOURCES OF | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|---|---|---|
| HIGHWAY | | | | | | | | | | |
| | Roadway Maintenance Trust | $7,140,000 | Project Cost | $650,000 | $765,000 | $985,000 | $1,035,000 | $1,135,000 | $1,235,000 | $1,335,000 |
| | | | GF | -$650,000 | -$765,000 | -$985,000 | -$1,035,000 | -$1,135,000 | -$1,235,000 | -$1,335,000 |
| | | | Net Payout | $650,000 | $765,000 | $985,000 | $1,035,000 | $1,135,000 | $1,235,000 | $1,335,000 |
| | Mammoth Road Sewer Replacement (portion) | $410,481 | Project Cost | | | | | | | $410,481 |
| | | | Revenue Applied | | | | | | | -$410,481 |
| | | | Net Payout | | | | | | | $0 |
| | Pettingill Road Sewer | $700,000 | Project Cost | $700,000 | | | | | | |
| | | | Revenue Applied | -$700,000 | | | | | | |
| | | | Net Payout | $0 | | | | | | |
| | So Londonderry Sewer Phase II | $3,631,050 | Project Cost | | | | | | | $3,631,050 |
| | | | Notes (20 yr) | | | | | | | -$3,631,050 |
| | | | Net Payout | | | | | | | $45,388 |
| | CRF - Highway Equipment/Trucks | $1,658,000 | Project Cost | $200,000 | $311,000 | $222,000 | $240,000 | $350,000 | $185,000 | $150,000 |
| | | | Capital Reserve Funds | -$200,000 | -$311,000 | -$222,000 | -$240,000 | -$350,000 | -$185,000 | -$150,000 |
| | | | Net Payout | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PLANNING | | | | | | | | | | |
| | | $0 | | | | | | | | |
| FIRE DEPARTMENT | | | | | | | | | | |
| | CRF - Fire Apparatus (Including Capital Leases) | $2,656,712 | Project Cost | $521,085 | $518,959 | $516,832 | $274,959 | $274,959 | $274,959 | $274,959 |
| | | | GF/Cap Res Funds | -$521,085 | -$518,959 | -$516,832 | -$274,959 | -$274,959 | -$274,959 | -$274,959 |
| | | | Net Payout | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | CRF - FF/EMS Equipment | $339,456 | Project Cost | $42,197 | $47,819 | $38,440 | $37,000 | $48,000 | $58,000 | $68,000 |
| | | | Capital Reserve Funds | -$42,197 | -$47,819 | -$38,440 | -$37,000 | -$48,000 | -$58,000 | -$68,000 |
| | | | Net Payout | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | Communications Equipment-Infrastructure Upgrade | $4,200,000 | Project Cost | | $4,200,000 | | | | | |
| | | | Notes (20 yr) | | -$4,200,000 | | | | | |
| | | | Net Payout | | $52,500 | $315,000 | $309,750 | $304,500 | $299,250 | $294,000 |
| | Fire Improvement Central Station | $4,083,433 | Project Cost | | $408,343 | $3,675,090 | | | | |
| | | | GF/Notes (20 yr) | | -$408,343 | -$3,678,090 | | | | |
| | | | Net Payout | | $408,343 | $45,939 | $275,632 | $271,038 | $266,444 | $261,850 |

# FINANCING PLAN FOR CIP MUNICIPAL PROJECTS FY 2018-2023 (Part 2)

| DEPARTMENT | CAPITAL PROJECT | COST | SOURCES OF | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|---|---|---|
| COMMUNITY DEVELOPMENT DEPARTMENT | | | | | | | | | | |
| | GIS Maintenance Program | $196,000 | Project Cost | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 |
| | | | Capital Reserve Funds | -$28,000 | -$28,000 | -$28,000 | -$28,000 | -$28,000 | -$28,000 | -$28,000 |
| | | | Net Payout | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| GENERAL GOVERNMENT | | | | | | | | | | |
| | Senior Center Improvements | $350,000 | Project Cost | $350,000 | | | | | | |
| | | | GF | -$350,000 | | | | | | |
| | | | Net Payout | $350,000 | | | | | | |
| | Recreation Plan | $414,000 | Project Cost | | $414,000 | | | | | |
| | | | GF | | -$414,000 | | | | | |
| | | | Net Payout | | $414,000 | | | | | |
| | Town Common Drainage Improvements | $225,000 | Project Cost | | $225,000 | | | | | |
| | | | GF | | -$225,000 | | | | | |
| | | | Net Payout | | $225,000 | | | | | |
| | Exit 4A Construction | $3,300,000 | Project Cost | | | | $3,300,000 | | | |
| | | | GF/Notes (20 yr) | | | | -$3,300,000 | | | |
| | | | Net Payout | | | | $41,250 | $247,500 | $243,375 | $239,250 |
| MUNICIPAL GOV'T | | $25,779,132 | | | | | | | | |
| | | | Project Cost | $2,491,282 | $6,918,121 | $5,465,362 | $4,914,959 | $1,835,959 | $1,780,959 | $5,897,490 |
| | | | Applied Revenues | -$2,491,282 | -$6,918,121 | -$5,468,362 | -$4,914,959 | -$1,835,959 | -$1,780,959 | -$5,897,490 |
| | | | Net Payout | $1,000,000 | $1,864,843 | $1,345,939 | $1,661,632 | $1,958,038 | $2,044,069 | $2,175,488 |
| | | | Tax Rate Impact | $0.27 | $0.50 | $0.36 | $0.44 | $0.51 | $0.53 | $0.56 |

# SCHOOL DISTRICT PROJECTS CIP FY 2018-2023

| PROJECT | School | COST | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|---|---|---|---|---|---|---|---|---|
| Middle School Renovations | General Use | $3,000,000 | | | | | | $300,000 |
| | State Aid | | | | | | | |
| | Bonds/Notes | | | | | | | |
| | Net Impact | | | | | | | $300,000 |
| New School Facility | General Use | $24,000,000 | | | | | | $2,400,000 |
| | State Aid | | | | | | | |
| | Bonds/Notes | | | | | | | -$2,400,000 |
| | Net Impact | | | | | | | $30,000 |
| SAU Office Renovations | District Office | $3,700,000 | | | $370,000 | $3,330,000 | | |
| | State Aid | | | | | | | |
| | Bonds/Notes | | | | | -$3,330,000 | | |
| | Net Impact | | | | $370,000 | $41,625 | $249,750 | $245,588 |
| Arts Center/Auditorim | General Use | $9,000,000 | | | $900,000 | $8,100,000 | | |
| | State Aid | | | | | | | |
| | CR/Bonds/Notes | | | | | -$8,100,000 | | |
| | Net Impact | | | | $900,000 | $101,250 | $607,500 | $597,375 |
| GR.TOTAL-SCHOOL | Project Cost | $39,700,000 | $0 | $0 | $1,270,000 | $11,430,000 | $0 | $2,700,000 |
| | Applied Revenues | -$38,130,000 | $0 | $0 | $0 | -$11,430,000 | $0 | -$2,400,000 |
| | Net Payout | $4,755,513 | $0 | $0 | $1,270,000 | $142,875 | $857,250 | $1,172,963 |

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# Net Tax Impact Analysis Municipal Government
## Current Debt Schedule (Part 1)

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|
| **MUNICIPAL GOVERNMENT** | | | | | | | |
| Principle | 1,835,800 | 1,835,800 | 1,610,800 | 1,460,800 | 1,355,800 | 1,250,800 | 1,006,800 |
| Interest | 383,033 | 328,275 | 267,240 | 213,430 | 163,789 | 117,197 | 76,666 |
| Total Debt Pmts | $2,218,833 | $2,164,075 | $1,878,040 | $1,674,230 | $1,519,589 | $1,367,997 | $1,083,466 |
| Revenues Applied to Debt | | | | | | | |
| Net Current Debt Ann.Paymts | $2,218,833 | $2,164,075 | $1,878,040 | $1,674,230 | $1,519,589 | $1,367,997 | $1,083,466 |
| Net Tax Impact | $0.60 | $0.58 | $0.50 | $0.44 | $0.40 | $0.35 | $0.28 |
| Debt Schedule as Proposed in CIP | $0 | $52,500 | $360,939 | $626,632 | $823,038 | $809,069 | $795,100 |
| **Proposed Debt Schedule** | **$2,218,833** | **$2,216,575** | **$2,238,979** | **$2,300,862** | **$2,342,627** | **$2,177,066** | **$1,878,566** |
| Net Tax Impact | $0.60 | $0.60 | $0.60 | $0.61 | $0.61 | $0.56 | $0.48 |
| **PAY AS YOU GO PROJECTS** | | | | | | | |
| **Capital Reserve Funds / EMTF:** | | | | | | | |
| **Contributions:** | | | | | | | |
| Highway | $200,000 | $311,000 | $222,000 | $240,000 | $350,000 | $185,000 | $150,000 |
| Fire Apparatus | $521,085 | $518,959 | $516,832 | $274,959 | $274,859 | $274,859 | $274,859 |
| Fire Equipment | $42,197 | $47,819 | $38,440 | $37,000 | $48,000 | $58,000 | $67,000 |
| Pillsbury Cemetery Expansion | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 |
| GIS Maintenance Program | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 | $28,000 |
| Roadway Maintenance Trust | $650,000 | $765,000 | $985,000 | $1,035,000 | $1,135,000 | $1,235,000 | $1,335,000 |
| **Total CRFs / EMTF** | **$1,491,282** | **$1,720,778** | **$1,840,272** | **$1,664,959** | **$1,885,859** | **$1,830,859** | **$1,904,859** |
| Net Tax Impact | $0.41 | $0.46 | $0.49 | $0.44 | $0.49 | $0.47 | $0.49 |
| CIP Projects-Pay As You Go | $350,000 | $639,000 | $0 | $0 | $0 | $0 | $0 |
| **Total Municipal Capital Outlay** | **$4,060,115** | **$4,576,353** | **$4,079,251** | **$3,965,821** | **$4,228,486** | **$4,007,925** | **$3,783,425** |
| Net Tax Impact | $1.11 | $1.23 | $1.09 | $1.05 | $1.11 | $1.04 | $0.97 |

## Net Tax Impact Analysis Municipal Government
## Current Debt Schedule (Part 2)

**SCHOOL DISTRICT**

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|
| **School Current Debt:** | | | | | | | |
| Total Principle | $1,605,000 | $1,600,000 | $1,595,000 | $1,590,000 | $920,000 | $910,000 | $520,000 |
| Total Interest | $318,900 | $258,731 | $197,653 | $136,325 | $91,384 | $63,024 | $40,504 |
| Total Gross Debt | $1,923,900 | $1,858,731 | $1,792,653 | $1,726,325 | $1,011,384 | $973,024 | $560,504 |
| Deduct State Reimb | ($150,000) | ($150,000) | ($150,000) | ($150,000) | ($150,000) | ($150,000) | ($150,000) |
| Lease | $76,172 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Net Debt** | **$1,850,072** | **$1,708,731** | **$1,642,653** | **$1,576,325** | **$861,384** | **$823,024** | **$410,504** |
| Net Tax Impact | $0.50 | $0.46 | $0.44 | $0.42 | $0.23 | $0.21 | $0.11 |
| **Add:** | | | | | | | |
| Proposed CIP Debt | | | | | | | |
| Add: CIP Proposed Debt Pmts | $0 | $0 | $0 | $142,875 | $857,250 | $842,963 | $858,675 |
| Tax Impact CIP Proposed Debt | $0.00 | $0.00 | $0.00 | $0.04 | $0.22 | $0.22 | $0.22 |
| Adjusted Net Debt Pmts | $1,850,072 | $1,708,731 | $1,642,653 | $1,719,200 | $1,718,634 | $1,665,987 | $1,269,179 |
| Adjusted Debt Schedule | $1,850,072 | $1,708,731 | $1,642,653 | $1,719,200 | $1,718,634 | $1,665,987 | $1,269,179 |
| Adjusted Debt Tax Impact | $0.50 | $0.46 | $0.44 | $0.45 | $0.45 | $0.43 | $0.33 |

**SCHOOL DISTRICT - PAY AS YOU GO PROJECTS**

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|
| Electrical Upgrade | | | | | | | |
| New School | | | | | | | |
| Additional Parking District Wide | | | | | | | |
| Arch & Eng Fees | | | $1,270,000 | | | | $300,000 |
| District Office Renovations | | | | | | | |
| Maintenance Cap.Reserve Fund | | | | | | | |
| Kindergarten | | | | | | | |
| **Total Pay As You Go** | **$0** | **$0** | **$1,270,000** | **$0** | **$0** | **$0** | **$300,000** |
| Tax Impact Pay As You Go | $0.00 | $0.00 | $0.38 | $0.00 | $0.00 | $0.00 | $0.09 |
| **TOTAL SCHOOL** | **$1,850,072** | **$1,708,731** | **$2,912,653** | **$1,719,200** | **$1,718,634** | **$1,665,987** | **$1,569,179** |
| TAX IMPACT | $0.50 | $0.46 | $0.78 | $0.45 | $0.45 | $0.43 | $0.40 |
| COMBINED DEBT PMTS | $4,068,905 | $3,925,306 | $3,881,632 | $4,020,062 | $4,061,261 | $3,843,053 | $3,147,745 |
| COMBINED PAY AS YOU GO | $1,841,282 | $2,359,778 | $3,110,272 | $1,664,959 | $1,885,859 | $1,830,859 | $2,204,859 |
| COMBINED TAX IMPACT | $1.61 | $1.69 | $1.87 | $1.50 | $1.56 | $1.47 | $1.37 |
| **Tax Base** | **$3,674,100,121** | **$3,710,841,122** | **$3,747,949,533** | **$3,785,429,029** | **$3,823,283,319** | **$3,861,516,152** | **$3,900,131,314** |

**Note: Tax base for FY 2016 from 11/2015 Tax Rate Calculation**

## Conclusion & Recommendations

The Program of Capital Expenditures herein provides a guide for budgeting and development of Londonderry's public facilities. The Planning Board will review and update the CIP each year prior to budget deliberations. The CIP may be modified each year based on changes in needs and priorities. As noted in the Plan, there are projects proposed where the CIP Committee has determined that there is not enough information to make a recommendation concerning a proposed capital project. These are topics in the opinion of the Committee that should be studied in further detail before funding decisions should be made.

The Capital Improvements Planning Committee has worked hard to improve the effectiveness of capital facilities programming in Londonderry. It is hoped that the improvements made during this time can continue to be refined and evaluated for their effectiveness in future years. The CIP Committee believes that Londonderry has made great strides in process and format of the Capital Improvements Plan, and are hopeful that the improvements have made a difference to the Planning Board, Town Council, School Board, and Budget Committee as they prepare budgets each year.

## CHAPTER 674
## LOCAL LAND USE PLANNING AND REGULATORY POWERS

### Capital Improvements Program

## Appendix A: Relevant State Statutes

**674:5 Authorization. –** In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.
**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:1, eff. July 2, 2002.

**674:6 Purpose and Description. –** The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.
**Source.** 1983, 447:1, eff. Jan. 1, 1984.

**674:7 Preparation. –**

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.
**Source.** 1983, 447:1. 1995, 43:1, eff. July 2, 1995. 2002, 90:2, eff. July 2, 2002.

**674:8 Consideration by Mayor and Budget Committee. –** Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.
**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:3, eff. July 2, 2002.

# Appendix B: Capital Project Request Form

**Londonderry Capital Improvement Plan**
**Capital Project Worksheet & Submission Form**

**Department:**

Department Priority:

_____ of ______ projects

**Type of Project:**
(check one)

**Primary Effect of Project is to:**
- ☐ Replace or repair existing facilities or equipment
- ☐ Improve quality of existing facilities or equipment
- ☐ Expand capacity of existing service level/facility
- ☐ Provide new facility or service capacity

**Service Area of Project:**
(check one)

- ☐ Region
- ☐ Town-wide
- ☐ School District
- ☐ Neighborhood
- ☐ Town Center
- ☐ Street
- ☐ Other Area

**Project Description:**

**Rationale for Project:**
(check those that apply, elaborate below)

- ☐ Urgent Need
- ☐ Removes imminent threat to public health or safety
- ☐ Alleviates substandard conditions or deficiencies
- ☐ Responds to federal or state requirement to implement
- ☐ Improves the quality of existing services
- ☐ Provides added capacity to serve growth
- ☐ Reduces long term operating costs
- ☐ Provides incentive to economic development
- ☐ Eligible for matching funds available for a limited time

**Narrative Justification:**

| | | |
|---|---|---|
| **Cost Estimate:**<br>(Itemize as Necessary) | **Capital Costs**<br>Dollar Amount (In current $)<br>$________ Planning/Feasibility Analysis<br>$________ Architecture & Engineering Fees<br>$________ Real Estate aquisition<br>$________ Site preparation<br>$________ Construction<br>$________ Furnishings & equipment<br>$________ Vehicles & capital equipment<br>$________<br>$________<br>$________<br>**$________ Total Project Cost** | **Impact on Operating & Maint. Costs or Personnel Needs**<br>☐ Add Personnel<br>☐ Increased O&M Costs<br>☐ Reduce Personnel<br>☐ Decreased O&M Costs<br>Dollar Cost of Impacts if known:<br>+ $______ Annually<br>(-) $______ Annually |

**Source of Funding:**

| | | |
|---|---|---|
| **Grant From:** ________ | **$________** | **(show type)** |
| **Loan From:** ________ | **$________** | **(show type)** |
| **Donation/Bequest/private** | **$________** | |
| **User Fees & Charges** | **$________** | |
| **Capital Reserve Withdrawal** | **$________** | |
| **Impact Fee Account** | **$________** | |
| **Current Revenue** | **$________** | |
| **General Obligation Bond** | **$________** | |
| **Revenue Bond** | **$________** | |
| **Special Assessment** | **$________** | |
| ________ | **$________** | |
| ________ | **$________** | |
| **Total Project Cost:** | **$________** | |

**Form Prepared By:**

**Signature:** ________________

**Title:** ________________

**Dept./Agency:** ________________

**Date Prepared:** ________________

# Appendix C: Capital Project Scoring Sheet

| Evaluation Criteria | Department Score | Committee Score |
|---|---|---|
| Addresses an emergency of public safety need | | |
| Addresses a deficiency in service or facility | | |
| Provides capacity needed to serve existing population or future growth | | |
| Results in long-term cost savings | | |
| Supports job development/increased tax base | | |
| Furthers the goals of the 2012 Master Plan | | |
| Leverages the non-property tax revenues | | |
| Matching funds available for a limited time | | |
| **Total** | 0 | 0 |
| CIP Priority Assignment | | |

1 - Urgent - Cannot be Delayed; Needed immediately for health & safety
2 - Necessary - Needed within 3 years to maintain basic level & quality of community services
3 - Desirable - Needed within 4-6 years to improve quality or level of services
4 - Deferrable - Can be placed on hold until after 6 year scope of current CIP, but supports community development goals
5 - Premature - Needs more research, planning & coordination
6 - Inconsistent - Contrary to land use planning or community development goals

# Appendix D: Project Submission Materials and Backup Information